# Cleveland State University
# Records Retention Schedule

## MAY 2017

Definitions of words listed in the <u>DISPOSITION</u> column of the retention schedule

The disposition will either be "destroy" or archive.

**Review for continuing historical value and potential transfer to University Archives** -  records are to be reviewed and a determination made by the area if records qualify for forwarding to the University Archives.  If assistance is needed in determining if records have **historical value**, contact the Archivist for assistance.  Final disposition will be made by the University Archivist.  Those records determined to not have historical value may be destroyed after proper approvals.

**Archives**
Documents with historical value may be forwarded to the University Archives for storage.  This is identified in the disposition section of the schedule.  Contact the university archivist for instruction.  Complete the **Transfer to Archives Certificate** located in the online program manual.  Prepare an index of documents contained in the boxes.  Give a copy of the index to the archivist and keep one for your files.

**Permanent**
The continued preservation of information or other matter without any limit in time.  Records with a disposition of permanent and not eligible for transfer to the archives are to be stored by the department.

**Gifts**
Gifts to institutions are divided into two classifications:  current gifts and deferred gifts.  A gift is considered current when the donors completely and irrevocably relinquish any interest they have in something, such as presenting a check, transferring real estate, or giving stock.  A gift is considered deferred when the donors transfer property to an institution but retain the property for a specific period of time.

<u>**NOTES:**</u>
REGARDING EMAILS:
<span style="color:red">Email messages are the property of the university, not its employees or vendors</span>

<span style="color:red">**IT IS IMPORTANT**</span> TO TAKE TIME TO ORGANIZE YOUR EMAILS INTO FOLDERS TO BETTER ACCOMMODATE RETENTION AND DESTRUCTION

Email messages are to be treated no differently than any other type of records you possess or create.  Refer to your records retention schedule before deleting emails.  Categorize and retain according to the records retention schedule using the subject or the purpose of the email message.  **Refer to the email retention policy.**

<u>**Abbreviations Used**</u>

**ACT**          **WHILE ACTIVE (graduated, terminated, end of semester, no longer attending, no longer referenced, etc.**

**ACT + #**      **WHILE ACTIVE PLUS NUMBER OF YEARS**

**IND**           **INDEFINITE RETENTION (retain minimum time frame and review for value, may be based on operational need and/or statute of limitations)**

**LOB**           **LIFE OF BUILDING**

**LOB + #**      **LIFE OF BUILDING PLUS NUMBER OF YEARS**

**SUP**           **UNTIL SUPERSEDED (another updated document takes its' place**

**Refer to the schedule for the records that pertain to your area**

**Retention Periods Pertain To Paper and Electronic Formats**
Department shown in "blue" is considered the <u>official keeper of record</u> and required to retain record for entire retention period

| Record Series | IUC No. | Retain | Disposition |
|---|---|---|---|
| **Accounting Records** (Accounts payable invoices, receipts. duplication requests, small order forms, purchase requisitions, petty cash records, travel expense records, telephone expense records, delivery slips, textbook orders, budget transfers) | ACC1000 | 4 years | Destroy |
| **Accounts Payable** (Amounts owed on open account for goods or services received) | ACC1000 | 4 years | Destroy |
| **Accounts Payable –** ledgers | ACC1000 | 4 years | Destroy |
| **Accounts Payable -** vouchers | ACC1000 | 4 years | Destroy |
| **Accounts Receivable** (amounts due from others on open accounts as a result of providing goods or services | ACC1000 | 4 years | Destroy |
| **Campus Support Services** **Vendor Files** | ACC1000 | 4 years | Destroy |
| **Capital Planning-Architect's** **State Encumbrance/Voucher Files** (indicated State funds encumbered by contractor/vendor with voucher) | ACC1000 | 4 years | Destroy |
| **Capital Planning-Architects** **Shop Drawings** (drawings indicating materials and methods approved by the associate for installation by contractor) | ACC2030 | Active + 6 years | Archives |
| **Cash Books** (report of institutional assets, liabilities, and equities; periodic report, not the year-end report) | ACC1000 | 4 years | Destroy |
| **Cash Disbursement Journal** (record of institution's cash transactions showing a running balance) | ACC1000 | 4 years | Destroy |
| **Cash Journals** (journal of cash received) | ACC1000 | 4 years | Destroy |
| **Cash receipts** (receipts for cash received or cash sales) | ACC1000 | 4 years | Destroy |
| **Cash Register Tapes** | ACC1000 | 4 years | Destroy |
| **Chargeback Billing Records** (reports and records from campus computer centers detailing charges for computer services) | ACC1000 | 4 years | Destroy |

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| Record Series | IUC No. | Retain | Disposition |
|---|---|---|---|
| **Classified Staff Report Union Dues** <u>Membership List</u> (biweekly listing of university employees paying dues to unions, including pertinent personal data, classification and department) | ACC1000 | 4 years | Destroy |
| **Conference Services** <u>Accounts Payable</u> (rental equipment ordered for events on campus for both on campus groups and outside organizations) | ACC1000 | 1 year (from date of rental return) | Destroy |
| **Conference Services** <u>Accounts Receivable – Rentals</u> (rental contracts with full set up and billing information regarding events from an outside organization utilizing university facilities) | ACC1000 | Active + 4 years | Destroy |
| **Controller's** <u>Return Authorizations</u> (forms for returned goods bought on PO, returned for repair or replacement, etc includes RA#'s and credit memos if applicable) | ACC1000 | 4 years | Destroy |
| **Controller's** <u>Miscellaneous Student Accounts Reports</u> | ACC1000 | 4 years | Destroy |
| **Controller's** <u>Student Accounts Reports</u> | ACC1000 | 4 years | Destroy |
| **Controller's** <u>Account Adjustments</u> (reasoning and authorization for changes and adjustments made to patron accounts) | ACC3000 | 4 years | Destroy |
| **Controller's** <u>Capital Encumbrance Requests</u> (records requesting release of capital funds) | ACC2000 | Active + 6 years | Destroy |
| **Controller's** <u>Billing Runs</u> (copies of bills issued to student/patrons, departments' and third parties) | ACC3000 | 4 years | Destroy |
| **Controller's** <u>Monthly Financial Reports</u> (summary of transactions including dollar amount and account numbers, A/P balance sheets, A/P reconciliation, void check report, city withholding, A/R to G/L reconciliation, Perkins to ECSI reconciliation) | ACC3000 | 4 years | Destroy |

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| Record Series | IUC No. | Retain | Disposition |
|---|---|---|---|
| <u>Credit Card Sales Receipts</u> | ACC1000 | 4 years | Destroy |
| **Financial Aid** <br> <u>Canceled Check Records</u> <br> (journal showing student financial aid payments) | ACC1000 | 4 years | Destroy |
| **Financial Aid** <br> <u>Disbursement records</u> | ACC1000 | 4 years | Destroy |
| **Financial Aid** <br> <u>Financial Aid Adjustments</u> <br> (authorizations and adjustments to students financial aid) | ACC1000 | 4 years | Destroy |
| **Financial Aid** <br> <u>Financial Aid Award Disbursement Records</u> <br> (statement by individual of award amounts disbursed.  Contains name, type and amount) | ACC1000 | 4 years | Destroy |
| **Financial Aid** <br> <u>Financial Aid Canceled Check Records</u> <br> (canceled checks, check stubs and check journal showing payments for financial aid made to students) | ACC1000 | 4 years | Destroy |
| **Financial Aid** <br> <u>Student Accounting Records-Accounting Billing Letters</u> <br> (concerns student who withdrew or reduced credit hours and were billed for the return of surplus aid money | ACC1000 | 4 years | Destroy |
| **Financial Aid** <br> <u>Perkins Journal Entries</u> | ACC3000 | Active + 4 years | Destroy |
| **Health & Wellness Services** <br> <u>Super Bill Files</u> <br> (record given to person who visits health services.  Records diagnosis, treatment, and charges or lack of charges.  Used for insurance claims) | ACC1000 | 4 years | Destroy |
| **IS&T** <br> <u>Computer Center Time Billing Records</u> <br> (computer center records detailing charges for computer services) | ACC1000 | 4 years | Destroy |

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| Record Series | IUC No. | Retain | Disposition |
|---|---|---|---|
| **IS&T** <br> **Data Processing Procurement Files** <br> (records of procurement of system hardware and software) | ACC2000 | Active + 6 years | Destroy |
| **IS&T** <br> **Site Equipment Support Files** <br> (records of support services provided for specific data processing equipment) | ACC2030 | Active + 6 years | Destroy |
| **Invoices** <br> (bills for goods shipped or services rendered. Usually matched to purchase orders and delivery slips and attached to voucher for payment) | ACC1000 | 4 years | Destroy |
| **Libraries** <br> **Statement of Charges** (fines owed) | ACC1000 | 4 years | Destroy |
| **Mailroom** <br> **Mail Room  - Accountable** <br> (express, registered, certified proof of delivery, and proof of outgoing from departments, incoming addresses for various individuals/departments) | ACC1000 | 4 years | Destroy |
| **Mail Room** <br> **Postal Transactions** <br> (includes transactions from all mail department reports for all University accounts,  records of postage spent by each department, copy by department of express, registered, certified proof of delivered mail by department) | ACC3000 | 4 years | Destroy |

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<span style="color:red">**Retention Periods Pertain To Paper Copies and Electronic Formats**</span>
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| Record series | IUC No. | Retain | Disposition |
|---|---|---|---|
| **Parking**<br>**Daily Income Records** | ACC1000 | 4 years | Destroy |
| **Parking**<br>**Invoices – Outside the University**<br>(billings for parking, special events, reserved parking, etc.) | ACC1000 | 4 years | Destroy |
| **Parking**<br>**Journal Vouchers**<br>(funds due parking for special events, decals and reserved parking with the University) | ACC1000 | 4 years | Destroy |
| **Parking**<br>**Special Event Lot Revenue and Expense Sheets**<br>(record of special events-lots used, tickets issued, sold and returned, expenses and profit) | ACC1000 | 4 years | Destroy |
| **Parking**<br>**Tickets Paid** | ACC1000 | 1 year | Destroy |
| **Parking**<br>**Parking Appeals** | ACC3000 | 6 years | Destroy |
| **Parking**<br>**Parking Fine Adjustments**<br>(includes citation appeals & decisions) | ACC3000 | 4 years | Destroy |
| **Payroll**<br>**Annuity Reports**<br>(payroll deduction or statement for employees' annuity plans) | ACC1000 | 4 years | Destroy |
| **Payroll**<br>**Change Report: Classified Staff**<br>(bi-weekly listings of payroll adjustments processed through Personnel Services concerning full-time or part-time employee status) | ACC1000 | 4 years | Destroy |
| **Payroll**<br>**Payroll Expense Report** | ACC1000 | 4 years | Destroy |
| **Payroll**<br>**Worker's Compensation Payments** | ACC1000 | 4 years | Destroy |
| **Petty Cash records** | ACC1000 | 4 years | Destroy |

| Record series | IUC No. | Retain | Disposition |
|---|---|---|---|
| **Purchasing**<br>**Continuous Orders** | ACC1000 | 4 years | Destroy |
| **Royalty Payments** | ACC1000 | 4 years | Destroy |
| **Receipts** | ACC1000 | 4 years | Destroy |
| **Registers** | ACC1000 | 4 years | Destroy |
| **Requisitions**<br>(forms for ordering goods and services) | ACC1000 | 4 years | Destroy |
| **Residence Life**<br>**Student Dorm Contracts**<br>(agreements between students and residence halls governing room and boards and fee payment agreements, includes meal plan authorizations) | ACC1000 | 4 years | Destroy |
| **Residence Life**<br>**Dorm Contracts Release Files**<br>(includes application, correspondence, and record of decision reached concerning request to break contracts for room and board) | ACC1000 | 4 years | Destroy |
| **Residence Life**<br>**Front Desk Balancing Form**<br>(financial transaction sheet designed for front desk, contains student/staff financial transactions) | ACC3000 | 4 years | Destroy |
| **Sales Receipts** | ACC1000 | 4 years | Destroy |
| **Student Accounting Records – Insurance Records**<br>(records of students enrolled in university health program) | ACC1000 | 4 years | Destroy |
| **Stop Payment Forms**<br>(includes stop payment forms and print outs of online stop payment activity) | ACC1000 | 4 years | Destroy |
| **Speech and Hearing Clinic**<br>**Clinical Billings/Receipts** | ACC1000 | 6 years | Destroy |
| **Subsidiary Ledgers**<br>(book of accounts of the university | ACC1000 | 4 years | Destroy |
| **Telephone Expense Records** | ACC1000 | 4 years | Destroy |
| **Dramatic Arts**<br>**Ticket Stubs**<br>(ticket stubs from tickets sold at theatre productions) | ACC1000 | 4 years | Destroy |
| **Travel Expenses** | ACC1000 | 4 years | Destroy |
| **Treasury Services**<br>**Emergency Tuition Adjustment Requests** | ACC1000 | 4 years | Destroy |

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|---|---|---|---|
| **Treasury Services**<br>**Overpayment of Educational Expense Billing** | ACC1000 | 4 years | Destroy |
| **Treasury Services**<br>**Tuition Remission Applications**<br>(tuition waiver records for employees and dependents) | ACC1000 | 4 years | Destroy |
| **Unemployment Insurance Payments** | ACC1000 | 4 years | Destroy |
| **Utility Company Invoices** | ACC1000 | 5 years | Destroy |
| **Vending Commission Income Records** | ACC1000 | 4 years | Destroy |
| **Voucher Register** | ACC1000 | 4 years | Destroy |
| **General Ledgers**<br>(summary or detail of all transactions affecting the account of the university) | ACC1010 | 6 years | Review for historical value & transfer to archives |
| **Law Clinic**<br>**Clinic Trust Fund Account** | ACC1010 | IND | Destroy |
| **Athletics**<br>**Inventory Records**<br>(equipment issued to student athletes( | ACC2000 | Active + 6 years | Destroy |
| **Property Control**<br>**Inventory Control Records** | ACC2000 | Active + 6 years | Destroy |
| **Work Orders** | ACC2000 | Active + 6 years | Destroy |
| **Balance Sheets** | ACC3000 | 4 years | Destroy |
| **Chart of Accounts**<br>(expense account files) | ACC3000 | 4 years | Destroy |
| **Journals**<br>(Chronological record in which financial transactions are first recorded before being posted as a credit or debit in a ledger. | ACC3000 | 4 years | Destroy |
| **Journal entries**<br>(records entering details of a transaction into the accounting system. Journal entries are made in a journal and later posted to a ledger) | ACC3000 | 4 years | Destroy |
| **MBE Quarterly Report**<br>(report of purchases from State certified minority business enterprises along with actual expenditures MBE & EDGE report and MBE/EDGE vendor print out) | ACC3000 | 4 years | Destroy |

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|---|---|---|---|
| **Planning Assessment & Information** <br> **Planning Models** <br> (records related to planning and forecasting for internal purposes.) | ADM1020 | Active + 1 year | Review for continuing value |
| **Planning Documents** <br> (includes self-studies and strategic plans) | ADM1020 | Active + 1 year | Destroy |
| **Planning/Forecasting** <br> (Administrative Records) | ADM1020 | Active + 1 years | Review for archive value |
| **Inventory Control Records**) | ADM2000 | Active + 6 years | Destroy |
| **Facilities Management** <br> **Building Files** <br> (files for each building on campus that contain correspondence pertaining to each particular building, includes complaints, service requests, projects, maintenance | ADM2020 | Active + 6 years | Destroy |
| **Facilities Management** <br> **Field Sheets** <br> (equipment, motor and electrical data for new buildings and equipment – used for preventative maintenance) | ADM2020 | Active + 6 years | Destroy |
| **Facilities Management** <br> **Property Maintenance Records** | ADM2020 | Active + 6 years | Destroy |
| **Facilities Management** <br> **Generator Test Records** | ADM2020 | Active + 5 years | Destroy |
| **Facilities Management** <br> **Surplus Property Documentation** | ADM2020 | Active + 6 years | Destroy |
| **Facilities Management** <br> **Construction Designs and Specifications** <br> (written requirements and standards for materials, equipment, construction systems and workmanship as applied to the work and certain administrative details applicable thereto) | ADM2030 | Active + 6 years | Archives |
| **Facilities Management** <br> **Energy Conservation Projects** <br> (includes grant applications, energy audit data, grant award, correspondence, design and implementation documents, Federal and State requested reporting forms, rejection letters,) | ADM3020 | IND (minimum 10 years) | Archives |

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|---|---|---|---|
| **Facilities Management**<br>**Daily Energy Reports**<br>(total campus electric and steam, projected monthly electric use and cost compared to budget) | ADM9900 | 5 years | Destroy |
| **Facilities Management**<br>**Sewer Charge Exemption**<br>(quarterly reports to NEORSD reporting meter readings for buildings receiving sewer charge exemption) | ADM9900 | Active + 1 year after audit | Destroy |
| **Facilities Management**<br>**Steam Consumption**<br>(Monthly sheets listing steam consumption along with weather date for purpose of issuing a daily energy report) | ADM9900 | 7 years | Destroy |
| **Facilities Management**<br>**Utility Records/Readings** | ADM9900 | 7 years | Destroy |
| **Facilities Management**<br>**Weather Forecasts** | ADM9900 | 2 years | Destroy |
| **IS&T**<br>**Information Systems**<br>**Maintenance Contract Files**<br>(records documenting support services provided to specific data processing equipment or installations) | ADM2020 | Active + 6 years (inactive when equipment no longer owned) | Destroy |
| **IS&T**<br>**Data Processing Policies**<br>(records of data processing policies including those covering access and security, systems development, data retention and disposition and data ownership) | ADM3000 | Retain 3 years after policy is withdrawn, revised, updated or superseded | Destroy |
| **IS&T**<br>**Application Development Project Files**<br>(records created and used in the development, redesign, or modification of an automated system or application, e.g. project management records, status reports, draft system or subsystem specifications, draft user requirements and specifications, memoranda and correspondence) | ADM9900 | 3 years after system is no longer in use | Destroy<br><br>May retain for reference |

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| **IS&T**<br>**Automated Program Listing/Source Code**<br>(automated program code which generates machine language instructions used to operate information system) | ADM9900 | 3 system update cycles after code is superseded or replaced | Destroy |
| **IS&T**<br>**Automated Tape Library System**<br>(automated records used to control location, maintenance, and disposition of magnetic media in a tape library) | ADM9900 | Active | Destroy |
| **IS&T**<br>**Computer Usage Chargeback Billings** | ADM9900 | Retain 3 system backups | Destroy |
| **IS&T**<br>**Computer Usage Reports - Summaries**<br>(computer center records created to document computer usage) | ADM9900 | Active | Destroy |
| **IS&T**<br>**Data Processing Hardware Documentation**<br>Records documenting operation of equipment; includes control systems, configurations and manuals | ADM9900 | Until obsolete | Destroy when no longer used & all data is migrated to new hardware. |
| **IS&T**<br>**Maintenance Contracts Files – Data Processing Equipment**<br>(includes copies of contracts, service histories and work orders) | ADM9900 | Active + 6 years | Destroy |
| **IS&T**<br>**Mobile Campus Equipment Use & Liability Policy Forms**<br>(documents student's eligibility, fines, liability and limitations while using a loaner laptop, two forms of I.D. are attached to this form) | ADM9900 | Active + 7 years | Destroy |
| **IS&T**<br>**Mobile Campus Loan Forms**<br>(used to document laptop loan to students) | ADM9900 | Current semester + 1 previous semester | Destroy |
| **IS&T**<br>**PeopleSoft Access Forms**<br>(requests for access to PeopleSoft) | ADM9900 | Active | Destroy |

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|---|---|---|---|
| **IS&T** <br> **Data Processing Operating Procedures** <br> (records of procedures for data entry, the operation of computer equipment, protection control, tape library, system back up, and other aspects of a data processing operation) | ADM9910 | 3 years after procedure is updated, revised withdrawn or superseded | Destroy |
| **IS&T** <br> **Data Systems Specifications** <br> (user and operational documentation describing how application systems operates from a data processing or functional user point of view) | ADM9910 | 3 years after migration or discontinuance of system | Review for historical value |
| **IS&T** <br> **Technical Program Documentation** <br> (program code, maintenance logs flowcharts, system change notices, original design documents, acceptance tests and other documentation of computer programs and modifications) | ADM9910 | Retain until data migrated to new system or destroyed | If not all data migrated or destroyed, review for historical value |
| **IS&T** <br> **Data Documentation/Data Dictionary Records** <br> (generally created during development or modification and are necessary to access, retrieve, manipulate and interpret data in an automated system) | ADM9920 | Active + 3 years | Destroy |
| **IS&T** <br> **Information Systems** <br> **Hardware & Software Conversion Plans** | ADM9920 | Active + 3 years | Destroy |
| **IS&T** <br> **Information Systems** <br> **Information Resources Management and Data Processing Services Plans** <br> (University IT plans, data processing service plans, strategic plans, and related records used to plan for information systems development, technology acquisitions, data processing services provision, or related areas) | ADM9920 | Active + 3 years | Review for continuing historical value and potential transfer to Archives |

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| **IS&T**<br>**Information Systems**<br>**Network Usage Reports**<br>(summary reports and other records created to document computer usage for reporting or other purposes) | ADM9920 | Active + 3 years | Destroy |
| **IS&T**<br>**Information Systems**<br>**Operating Procedures & Hardware Conversion Plans**<br>(records of procedures for data entry, computer equipment operation, production control, tape library, system back up, and other aspects of a data processing operation) | ADM9920 | Active + 3 years | Review for continuing historical value and potential transfer to Archives |
| **IS&T**<br>**Information Systems**<br>**Test Database and Files**<br>(routine or benchmark data sets, related documentation, and test routsideesults constructed or used to test or develop a system) | ADM9920 | Active + 3 years | Destroy |
| **IS&T**<br>**Information Systems**<br>**Audit Trail Files**<br>(data generated during the creation of a master file or database used to validate a master file or database during a processing cycle) | ADM9925 | 3 cycles | Destroy |
| **IS&T**<br>**Information Systems**<br>**Backup Files**<br>(copies of master files or databases, application software, logs, directories, and other records needed to restore a system in case of a disaster or inadvertent destruction) | ADM9925 | 3 cycles + backup | Destroy |
| **Motor Pool**<br>**Motor Vehicle Records**<br>(includes title, insurance, and maintenance documentation) | ADM2020 | Active + 6 years | Destroy |

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|---|---|---|---|
| **Capital Planning**<br>**Blueprints** | ADM 2030 | Active + 6 years | Archives |
| **Capital Planning**<br>**Building Specifications**<br>(campus planning requirements for Stilwell Hall, Science and Science II) | ADM 2030 | Active + 6 years | Life of building |
| **Capital Planning**<br>**Construction Projects – Design Review Committee**<br>(minutes, agendas, correspondence and general information, committee responsible to review site and elevation plans to ensure compatibility with surrounding projects and master plan | ADM 2030 | Active + 6 years | Archives |
| **Capital Planning**<br>**Construction Projects – Schematic Design**<br>(analysis of site impact and volumetric formation, circulation patterns and infrastructure serving to illustrate client and architect's design vision in a definitive way | ADM 2030 | Active + 6 years | Archives |
| **Capital Planning**<br>**Renovation Project Folders**<br>(documentation of funding, expenses, design and specs., correspondence for minor renovation projects funded by accts. 02600-43274, 43278, 43275 | ADM 2030 | Active + 6 years | Maintain for life of building |
| **Capital Planning - Architects**<br>**Administration – Project Files**<br>(documentation of evolution of and changes in space configuration and assignment for capital construction and large scale local renovation | ADM2030 | 10 years | Archives |
| **Capital Planning - Architects**<br>**Administration – Small Scale Floor Plans**<br>(8.5x11 and 11x17 floor plans with field notes, for distribution and use, includes architectural engineering drawings – one set reduced size plus record of changes initiated) | ADM2030 | Active + 6 years | Archives |
| **Capital Planning-Architects**<br>**Blueprints**<br>(As-built construction drawings) | ADM2035 | LOB- + 6 years | Review for continued value and potential transfer to archives |

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| **Capital Planning-Architects** <br> <u>**Building and Project Plans**</u> <br> (original building plans and details for new buildings, building renovations and original building documents Pre-CSU) | ADM2030 | Active + 6 years (inactive when no longer referenced) | Archives (Retain for life of building) |
| **Capital Planning - Architects** <br> **Construction Projects –** <u>**Construction Designs and Specifications**</u> <br> (written requirements and standards for materials, equipment, construction systems and workmanship as applied to the work and certain administrative details applicable thereto) | ADM2030 | Active + 6 years | Permanent |
| **Capital Planning - Architects** <br> <u>**Construction Projects Design Review Committee**</u> <br> (minutes, agendas, correspondence and general information. Committee responsible to review site and elevation plans to ensure compatibility with surrounding projects and master plan) | ADM2030 | Active + 6 years | Review for continued value and possible transfer to archives |
| **Capital Planning - Architects** <br> **Construction Projects –** <u>**Construction Documents**</u> (collectively, the drawings, specifications, addenda, definitions, notice to bidders, bid form, contract and attachments, bond, bulletins, shop drawings, change orders, change order procedures and pricing guidelines and standard conditions of the contract assignments if any – general and special) | ADM2030 | Active + 6 years | Permanent |
| **Capital Planning - Architects** <br> <u>**Construction Projects – Design Development**</u> <br> (design of project is fully described with regard to the basic building systems and materials as well as all special systems needed to support the program) | ADM2030 | Active + 6 years | Archives |
| **Capital Planning-Architects** <br> <u>**Construction Project Request & Program Statement**</u> <br> (request from the University community to initiate a project) | ADM2030 | Active + 6 years | Review for continued value and possible transfer to archives |

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|---|---|---|---|
| **Capital Planning-Architects** **Working Building Drawings** (reference drawings for Architects, Mechanical, Electrical plans and details for all buildings, drawings of record) | ADM2030 | Active + 3 years | Archives |
| **Facilities Management** **Construction Designs and Specifications** (written requirements and standards for materials, equipment, construction systems and workmanship as applied to the work and certain administrative details applicable thereto) | ADM2030 | Active + 6 years | Archives |
| **Space Utilization Files** | ADM2030 | Active + 6 years | Destroy |
| **Board of Trustees** **Board and University Policies** (trustees by-laws, University policies, CSU handbook) | ADM3000 | IND | Place in BOT storage |
| **Board of Trustees** **Board and Committee Minutes** (files of the board of trustees, committees, governance groups documenting the official actions of governing bodies – includes agendas and meeting notices) | ADM9910 | IND | Board of Trustees Storage – copy to Archives microfiche/disks to offsite storage |
| **Board of Trustees** **Honorary Degrees** (honorary degree recommendations, lists, information on candidates and recipients) | ADM9910 | IND | Board of Trustees Storage |
| **Board of Trustees** **Trustee Appointment Files** (past and present individual trustee files, includes resumes, letters, correspondence, articles, etc.  faculty and student representatives) | ADM9910 | Active + 3 years | BOT Storage |
| **Board of Trusteess** **Visiting Committee Files** | ACC1000 | 6 years | Board of Trustees Storage |
| **Fire Prevention Information** | ADM3000 | Active | Destroy |
| **Organizational Charts** | ADM3000 | Active + 10 years | Archives |

**Retention Periods Pertain To Paper Copies and Electronic Formats**

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| Record series | IUC No. | Retain | Disposition |
|---|---|---|---|
| **Policies/Procedures** (includes office and job practices, administrative handbooks, procedures manuals, software and equipment manuals) | ADM3000 | Active + 10 years | Review for continuing value |
| **Vice Provost for Research** **Research Protocol Committee Files** | ADM3000 | Active + 10 years | Archives |
| **Athletics** **Sport Reports** (signatures of family members receiving tickets for CSU varsity athletic competitions names, address, phone numbers and payments | ADM3000 | Active + 10 years | Destroy |
| **Athletics** **Videos** of basketball games | ADM9900 | IND | Review for current value |
| **Audits Department** **Audit & Project Work Papers** | ADM3010 | 4 years | Destroy |
| **Audit Report – Internal** (final report internal auditor) | ADM3010 | 4 years | Destroy |
| **Senior Vice President/Dean** **Accreditation Files** (files documenting accreditation review by accrediting agencies) | ADM3020 | 10 years | Archives |
| **Academic Affairs** **Faculty Promotion and Tenure Policy** (departmental procedures and guidelines) | ADM3020 | 10 years | Archives |
| **General Counsel** **Records Destruction Records** | ADM3020 | 10 years | Destroy |
| **Academic Affairs** **AAUP Faculty Data:** (Demographic and employment data) | ADM9900 | Active + 10 years (inactive when no longer needed for administrative reference) | Archives |
| **Academic Affairs** **Academic Personnel Inventory** (teaching load analysis) | ADM9900 | Active + 5 years | Review for Archives |
| **AMBA/EMBA Programs** **Accelerated/Executive Masters Business Administration Records** (record of payment, registration and adjustments for student in programs) | ADM9900 | 1 year | Destroy |

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| Record series | IUC No. | Retain | Disposition |
|---|---|---|---|
| **Ohio Board of Regents**<br>**Annual FTE Report**<br>(required annual report to OBOR documenting full time equivalent staffing levels.  Summary of inventory is sent to Ohio Board of Regents.) | ADM9900 | 1 year | Destroy – Review for historical value and possible transfer for Archives |
| **Art Gallery**<br>**Gallery Show Information**<br>(includes information of past and present shows, artist's information, slides, photos, exhibition pieces, correspondence concerning shows) | ADM9900 | 3 years | Archives |
| **Conference Services**<br>**Reservation Forms**<br>(original facility and equipment requests by on campus groups and confirmation forms for scheduled events) | ADM9900 | Active + 1 year | Destroy |
| **Customer Evaluation Sheets**<br>(requests to evaluate service to campus community) | ADM9900 | 1 year | Destroy |
| **ECM Status Reports**<br>(semi-annual reports of current USDOE funded ECM budget) | ADM9900 | Active + 1 year | Destroy |
| **General Administrative Subject Files**<br>(files of correspondence, reports, memoranda, etc., documenting activities of general administrative offices – excludes President, Vice President, Director, Dean or Chair and other upper level administrative offices) | ADM9900 | 1 year | Destroy |
| **Health Insurance Waiver Requests**<br>(signed waiver indicating student's acceptance or waiver of university student health insurance) | ADM9900 | 1 year | Destroy |

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| Record series | IUC No. | Retain | Disposition |
|---|---|---|---|
| **Human Resources** <br> **Administrative State Civil Service, Personnel Accounting for Classified Employees** | ADM9900 | 1 year | Destroy |
| **Human Resources** <br> **Classified Staff Report** <br> (monthly and annual reports listing information on classified employees such as promotions, training, classifications, new hires, pay range/step, suspensions, terminations, etc.) | ADM9900 | 1 year | Destroy |
| **Human Resources** <br> **Department Assistance File** <br> **Classified Staff** <br> (correspondence documenting personnel office services to university or college department regarding classified staff positions) | ADM9900 | 1 year | Destroy |
| **Human Resources** <br> **Personnel – Reports** <br> (vacancy tracking system; promotions tracking system and other administrative processes) | ADM9900 | 5 years | Destroy |
| **Input Documents** <br> (copies of records or forms designed and used solely for data input and control) | ADM9900 | Until verified | Destroy |
| **Libraries** <br> **Annual Library Reports** | ADM9900 | SUP | Archives |
| **Libraries** <br> **Library Database** | ADM9900 | Until Obsolete | Destroy |
| **Libraries** <br> **MMS Media Lab Daily Log** | ADM9900 | Active + 1 year | Destroy |
| **Libraries** <br> **MMS Reserve Request Sheets** | ADM9900 | Active + 1 year | Destroy |
| **Library** <br> **Study Carrel Registers** <br> (record of study carrel and whom assigned – individual forms and master list) | ADM9910 | 3 years | Destroy |
| **Library** <br> **Subject Guides** <br> (HTML documents updated by CDM staff) | ADM9910 | 3 years | Destroy |
| **Parking & Transportation** <br> **Bicycle Registration Forms** | ADM9900 | 1 year | Destroy |

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| Record series | IUC No. | Retain | Disposition |
|---|---|---|---|
| **Parking & Transportation**<br>**Disabled Parking Permits** | ADM9900 | 1 year | Destroy |
| **Parking & Transportation**<br>**Negative Service Indicators**<br>(computer printout of individuals name, ID, citation number and total of fines due) | ADM9900 | 1 year | 1 year in storage Destroy |
| **Parking & Transportation**<br>**Parking Permit Applications** | ADM9900 | 1 year | Destroy |
| **Parking & Transportation**<br>**Special Event Reservations**<br>(includes special event reservations and guest decal requests) | ADM9900 | 1 year | Destroy |
| **Parking & Transportation**<br>**Towing Records**<br>(**r**ecords of tows per month.  Includes tow forms, release forms and payments) | ADM9900 | 1 year | Destroy |
| **Parking & Transportation**<br>**Utility Charges – Parking Dept./Contractors**<br>(calculations of utility charges to parking department, tenants of CSU buildings and contractors working during construction) | ADM9900 | Active + 1 year after audit | Destroy |
| **Pending Award Files**<br>(applications/proposals by faculty members in pending status, awaiting award/denial notification from potential sponsor) | ADM9900 | 2 years | Destroy |
| **Police Department**<br>**Administrative Records**<br>(routine records – daily bulletins, dispatch logs, dispatch audio logs, manpower logs, vehicle equipment inspection logs), | ADM9900 | 1 year | Destroy |
| **Police Department**<br>**Daily Crime Logs** | ADM9900 | 7 years | Destroy |
| **Police Department**<br>**Dispatch Logs**<br>(records of request for service received by dispatcher) | ADM9900 | 60 days - unless needed for specific police criminal case) | Destroy |
| **Police Department**<br>**Police Reports-Daily Activity** | ADM9900 | 1 year | Destroy |
| **Police Department**<br>**Transportation Log - Students** | ADM9900 | 1 year | Destroy |

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| Record series | IUC No. | Retain | Disposition |
|---|---|---|---|
| **Police Department**<br>**Security Reports**<br>Notifications of Annual Security Report including distribution lists | ADM9910 | 3 years from latest publication | Destroy |
| **Property Control**<br>**Off Campus Use of University Equipment Approval Forms** | ADM9900 | Active + 3 years | Destroy |
| **Proposals – Not Funded** | ADM9900 | 1 year | Destroy |
| **Research Grants Files – Not Awarded**<br>(faculty applications and proposals for grants that were not funded) | ADM9900 | 1 year | Destroy |
| **Special Event Tickets**<br>(unsold tickets) | ADM9900 | 3 months | Destroy |
| **Student Employment**<br>**Student Employee Summary Report**<br>(stipend list, updated social security numbers reports, 1040 hours report, termination reports, summer rehires, college work-study awards, changes chart of accounts, step increases, department summaries, CWS earnings report, time cards by sequence number) | ADM9900 | 1 year | Destroy |
| Academic Departments<br>**Student Files - Faculty Maintained** | ADM9900 | Discretionary | Destroy after student has graduated |
| **System Users Access Records**<br>(electronic or paper records created to control or monitor individual access to a system for security purposes) | ADM9900 | Until Obsolete | Destroy |
| **Surveillance Video/Tapes** | ADM9900 | 30 days Minimum | Destroy (retain only when they document operations, functions or other activities of University) |
| **Testing Center**<br>**Test Administration Records** | ADM9900 | 6 months | Destroy |
| **User Logins** | ADM9900 | 180 days Minimum | Destroy |
| **Utility Problem Files**<br>(correspondence with staff and utility companies concerning utility issues/problems) | ADM9900 | 10 years | Destroy |

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| Record series | IUC No. | Retain | Disposition |
|---|---|---|---|
| **Utility Reports – Annual Use/Cost** (reports of use/cost for each utility for campus per building) | ADM9900 | 5 years | Destroy |
| **Wolstein Center Reports** | ADM9900 | Active + 2 years | Destroy |
| Alumni Affairs **Alumni Data** | ADM9910 | IND | Review for continuing value |
| **Comprehensive Examinations** | ADM9910 | Active + 2 years | Destroy |
| Academic Departments **Course Materials** (midterm examinations, quizzes, lab reports, term papers) | ADM9910 | Active + 4 weeks | Destroy |
| Academic Departments **Course Syllabi** | ADM9910 | 10 years | Destroy |
| **Employment Law Clinic** **Administrative Files of clients** | ADM9910 | 12 years | Destroy |
| **Distinguished Faculty/Staff Awards** (contains letters requesting nominations, nominations with vita, award letters, summary report, letters of regret, committee members, plaque information, CSU ID numbers, SOF) | ADM9910 | Active + 5 years | Destroy

Archive summary reports, award letters, letters of regret |
| **Faculty Senate** **Minutes** | ADM9910 | IND | Faculty Senate storage Copy to Archives |
| Academic Departments **Final Examinations** (unless returned to student, retain 7 years those exams likely to bear upon a dispute) | ADM9910 | Active + 1 semester | Spring semester finals retain until end of 4th week of following fall semester |
| **Environmental Health & Safety** **Hazardous Materials Program Tests** (certifications expire after 1 year) | ADM9910 | 1 year | Destroy |
| **General Counsel** **Chronological Files- Attorneys** | ADM9910 | 5 years | Destroy |
| **Governance Files** **Subject Files** President, Vice Presidents, Deans, Directors, Chairs | ADM9910 | 5 years | Review for possible transfer to Archives |
| **Institutional Research** **Publications/Periodicals** | ADM9910 | 5 years | Confirm Archives has copy |

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| Record series | IUC No. | Retain | Disposition |
|---|---|---|---|
| **Laboratory Safety Agreements** | ADM9910 | Active + 3 years | Destroy |
| **Lists/Directories** (includes mailing lists, directories, registers compiled by the university | ADM9910 | SUP | Destroy |
| **Merit Recognition Award – Faculty/Administrative Staff** (letters requesting nominations, nominations with vita, summary reports, award letters, letters of regret) | ADM9910 | Active + 5 years | Destroy Archive summary reports, award letters, letters of regret |
| **Professional Leave Applications** | ADM9910 | Active + 1 year if granted 1 year if not granted | Destroy |
| **Professional Publications, Theses and Dissertations** (maintained by faculty) | ADM9910 | Permanent | One copy to library for reference |
| **Proposal Approvals – Thesis & Dissertations** (completed proposal approval forms) | ADM9910 | 6 years | Destroy |
| **Institutional Research Publications/Periodicals** | ADM9910 | SUP | Archives |
| **Dramatic Arts Theater Productions** (programs, press releases, clippings, cast lists, posters, handouts, promotional materials, scripts, reviews, photos) | ADM9910 | IND | Archives |
| **Thesis Proposal/Dissertation Forms** (forms giving permission to form a thesis committee) | ADM9910 | Active + 6 years | Destroy |
| **University Governance Files** – (Files of minutes of committees, boards, governance groups documenting official actions of governing bodies) | ADM9910 | 3 years | Archives Review for continuing value |
| **Waivers – For Release of Liability** | ADM9910 | 4 years | Destroy |
| **Business Continuity Office Information Systems Disaster Preparedness and Recovery Plans** (records related to protection and re-establishment of data processing services, equipment and data, back-up files, in case of a disaster) | ADM9920 | Active + 3 years | Archives |

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| Record series | IUC No. | Retain | Disposition |
|---|---|---|---|
| **Co-Op Student Records** (includes resumes, copies of transcripts, course assignments, letters/correspondence, student reports and evaluations) | EDU1000 | Active + 6 years Inactive when co-op complete | Destroy |
| **Credit by Examination Form** (credit by exams taken by students) | EDU1000 | IND (minimum Active + 6 years) | Permanent - send to Archives |
| <span style="color:blue">**College of Education**</span> **Field Services -Placement Files** (includes letters of recommendation, student teaching evaluations, applications for student teaching | EDU1000 | Active + 10 years | Destroy |
| <span style="color:blue">**College of Education**</span> **University Supervisor Survey – Dean's Office** (surveys of students for evaluation of university) | EDU1000 | Active + 6 years 1 year if official copy verified in Field Services | Destroy |
| **Disabled Students Advising Records** **Permanent** (includes change of grade forms, faculty grade reports, transcript requests – other than student requested) | EDU1000 | IND | Permanent Storage |
| **Non-Permanent** (records of students who matriculated whether or not they earned a degree. May include applications for admission or readmission, recommendation letters, placement test reports, and entrance examinations advanced placement records, transcripts, medical records, academic action notifications, applications for graduation, transfer credit evaluations, documents regarding progress) | EDU1010 | Active + 3 years | Destroy |
| **Faculty Grade Reports –** (Grade or Narrative as submitted to Register) | EDU1000 | Active + 6 years | Permanent |
| **Grade Disputes** (includes grade change forms) | EDU1000 | Active + 6 years | Permanent |
| **Graduate Student Petitions** | EDU1000 | Active + 6 years | Destroy |
| **Program Assessment Materials** | EDU1000 | Active + 6 years | permanent |

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| Record series | IUC No. | Retain | Disposition |
|---|---|---|---|
| **Program Evaluations** | EDU1000 | Active + 6 years | Review for administrative value – retain <span style="color:red">summaries permanently</span> |
| **Registrar's** <br> **Academic Records** <br> (Record of academic work pursued). | EDU1000 | IND | Permanent (may be sent to Archives) |
| **Registrar's** <br> **Change of Grade Forms** <br> (update documents) | EDU1000 | IND | Permanent (may be sent to Archives) |
| **Registrar's** <br> **Student Records – Academic Records** <br> (record of academic work pursued, including grades, course evaluations, competency assessments, etc.) | EDU1000 | IND | Permanent (may be sent to Archives) Maintained in electronic form |
| **Student Petitions** <br> **(**report of academic standards committee, request for except hearing decisions to academic regulations) | EDU1000 | Active + 6 years | Destroy |
| **Admissions** <br> **Applicants who do Matriculate <u>Acceptance Letters</u>** <br> (student specific correspondence relating to admission and enrollment at the university | EDU1010 | Active + 1 year | Destroy |
| **Admissions** <br> **Applicants who do Matriculate <u>Advanced Placement Records</u>** <br> (forms and records supporting consideration for advanced placement in course(s) where no credit is granted) | EDU1010 | Active + 1 year | Destroy |
| **Admissions** <br> **Applicants who do Matriculate** <br> **<u>Applications for Admission or Readmission</u>** <br> (forms requesting admission or readmission to the university) | EDU1010 | Active + 1 year | Destroy |
| **Admissions** <br> **Applicants who do Matriculate** <br> **<u>Correspondence</u>** <br> (forms requesting admission or readmission to the university) | EDU1100 | Active + 1 year | Destroy |

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| Record series | IUC No. | Retain | Disposition |
|---|---|---|---|
| **Admissions**<br>**Applicants who do Matriculate <u>Letters of Recommendation</u>** | EDU1010 | Active + 3 years | Destroy |
| **Admissions**<br>**Applicants who do Matriculate <u>Transcripts, High School</u>**<br>(documents from facilities in other countries may be originals and difficult for the applicant to replace. You may consider returning these to the applicant) | EDU1010 | Active + 1 year | Destroy |
| **Admissions**<br>**Applicants who do Matriculate <u>Transfer Credit Evaluations</u>** | EDU1010 | Active + 1 year | Destroy |
| **Admissions**<br>**Applicants who do Matriculate <u>Transcripts OTHER INSTITUTIONS </u>OF HIGHER LEARNING**<br>(records of courses taken at other post-secondary institutions and documents supporting prior learning, including credit for military training) | EDU1010 | Active + 1 year | Destroy |
| **Admissions**<br>**Applicants who do <span style="color:red">not</span> Matriculate <u>Advanced Placement Records</u>**<br>(forms and records supporting consideration for advanced placement in course(s) where no credit is granted) | EDU1100 | 1 year | Destroy |
| **Admissions**<br>**Applicants who do <span style="color:red">not</span> Matriculate <u>Correspondence</u>**<br>(forms requesting admission or readmission to the university) | EDU1100 | 1 year | Destroy |
| **Admissions**<br>**Applicants who do <span style="color:red">not</span> Matriculate <u>Entrance Examination & Placement</u> <u>Test Reports</u>** | EDU1100 | 1 year | Destroy |

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|---|---|---|---|
| **Admissions**<br>**Personalized Recruitment Material for Applicants Who Do Matriculate** | EDU1010 | 3 years | Destroy |
| **Admissions**<br>**Applicants who do not Matriculate**<br>**Transcripts – OTHER INSTITUTIONS OF HIGHER LEARNING** | EDU1010 | Active + 1 year | Destroy |
| **Admissions**<br>**Placement Records**<br>(on campus recruiting schedules, credentials, recommendation letters, release forms, data sheet, employer data base, senior and alumni residence hall placement, registration forms, on campus recruiting, senior alumni resources) | EDU1010 | Active + 1 year | Destroy |
| **Admissions**<br>**Personalized Recruitment Material for Applicants Who Do Not Matriculate** | EDU1020 | Active + 3 years | Destroy |
| **Admissions**<br>**Applicants who do not Matriculate**<br>**Acceptance Letters**<br>(letters notifying student of acceptance or non-acceptance to the university | EDU1100 | Active + 3 years | Destroy |
| **Admissions**<br>**Applicants who do not matriculate**<br>**Applications for Admission/ Readmission; ,**<br>(did not enroll, file incomplete or denied) | EDU1100 | Active + 3 years | Destroy |
| **Admissions**<br>**Applicants who do not Matriculate Letters of Recommendation** | EDU1100 | Active + 3 years | Destroy |
| **Admissions**<br>**Applicants who do not Matriculate**<br>**Transcripts, High School** | EUD1100 | Active + 3 years | Destroy |
| **Alumni Affairs**<br>**Placement Records**<br>(files maintained on alumni for purposes of career placement)) | EDU1010 | Active + 1 year | Destroy |

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|---|---|---|---|
| **Athletics**<br>**Athletic Student Files**<br>(transcripts, letters of recommendation, course records, academic programming. admission copies and high school records.,NCAA reviews and documents, etc.;  includes students who have graduated, actively enrolled students, and students who are no longer actively enrolled) | EDU1010 | Active + 6 year | Destroy |
| **Athletics**<br>**Grants In Aid Records**<br>(authorizations from Athletic department including copies of billings and payments) | EDU2000 | Active + 6 years | Destroy |
| **Alumni Affairs**<br>**Placement Files**<br>(files maintained on alumni for purposes of career placement, includes credentials, letters of recommendation, etc.  Students pay to have credentials maintained) | EDU1010 | Active + 1 year | Destroy |
| **Completion of Degree requirements, Student Notice** | EDU1010 | Active + 6 years | Destroy |
| **Counseling Center**<br>**Counseling Files**<br>(test results, notes and communications) | EDU1010 | Active + 7 years | Destroy |
| Academic Departments<br>**Course Schedules** | EDU1010 | IND | Review for permanent retention |
| **Course Schedule Changes** (add/drop) | EDU1010 | Active + 1 year | Destroy |
| **Disability Services**<br>**Student Files** | EDU1010 | Active + 6 years | Destroy |

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|---|---|---|---|
| **Education Student Services Center**<br>**Student Files**<br>*Actively enrolled undergraduate, postgraduate and second area certification, master's education specialist, and non-degree graduate* | EDU1010) | Active<br>(until program completed or inactivity determined | Move to inactive or program complete files/follow appropriate disposition |
| **Education Student Services Center**<br>**Student Files**<br>(*Completed teach preparation, never applied for certification; problem students; academically dismissed undergraduate/post baccalaureate, master's educational specialist, non-degree graduate \* | EDU1010 | IND | Permanent |
| **Education Student Services Center**<br>**Student Files**<br>*(Provisional Master's, Educational Specialist, potential Candidates Graduate Counseling, denied admissions Master's and Education Specialist, Undergraduate, Post Baccalaureate and second area certification* | EDU1010 | Active + 2 years<br><br>Retain 7 years those likely to bear upon a dispute | Destroy |
| **Education Student Services Center**<br>**Scholarship/Grant Information**<br>(scholarship applications and information, program publications, award information, funding agency documentation, correspondence, program statistics, rejection letters, committee meeting minutes, purchase requisitions for award) | EDU2000 | IND | Permanent |

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|---|---|---|---|
| **Certification/Licensure Records** (pertaining to Education Student Services Center) | EDU1010 | Active + 2 years  (inactive when superseded) | Destroy 8½ x 11 documents (3x5 cards permanent) |
| **Exam Reports – Praxis I & II** (score reports from the Educational Testing Service) | EDU1010 | Active + 2 years (7 years for those that form basis of dispute) | Destroy |
| **Financial Aid** **Non U.S. Department of Education Funding** **National Guard Scholarship** **Rosters** (lists of students receiving scholarships from the Ohio National Guard) | EDU1010 | Active + 1 year | Destroy – Review for historical value and  possible transfer to Archives |
| **Financial Aid** **Non U.S. Department of Education Funding** – **Ohio Instructional Grants Files** (record submitted by student for payment of fees, eventually sent to OBOR for payment) | EDU1010 | Active + 1 year | Destroy – Review for historical value and possible transfer to Archives |
| **Financial Aid** **Scholarship/Fellowship Print-Outs** | EDU1010 | Active | Destroy |
| **Financial Aid** **Student Files – Financial Aid Non Recipients** (students who did not receive aid or enter the university, copy of FAF) | EDU1010 | 1 year | Destroy |
| **Financial Aid** **Financial Aid Authorization Forms** (authorizing forms for staff development, student fees, project 60, cross registration, and other miscellaneous financial aid) | EDU2000 | Active + 6 years | Destroy |
| **Financial Aid** **Graduate Scholarships/ Assistantship Awards** | EDU2000 | Active + 6 years | Destroy |

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|---|---|---|---|
| **Financial Aid**<br>**Guaranteed Student Loan Applications**<br>(copy of student loan application, which is forwarded back to potential lending facility) | EDU2000 | Active + 6 years | Destroy |
| **Financial Aid**<br>**Loans (Emergency)**<br>Paperwork for students who apply and are approved for emergency loans.  Original application | EDU2000 | Active + 6 years | Destroy |
| **Financial Aid**<br>**Loan Disclosures**<br>Documentation sent from lenders regarding loan guaranty | EDU2000 | Active + 6 years | Destroy |
| **Financial Aid**<br>**Non U.S. Department of Education Funding**<br>**General Administrative Annual Interim Fiscal Operations Reports**<br>(reports to federal government on expenditures for federal programs) | EDU2000 | Active + 6 years | Review for continuing administrative or historical value and transfer to archives |
| **Financial Aid**<br>**Non U.S. Department of Education Funding**<br>**Ohio Bureau of Vocational Rehabilitation Grants Files** | EDU2000 | Active + 6 years | Destroy |
| **Financial Aid**<br>**Non U.S. Department of Education Funding**<br>**Ohio Instructional Grants Rosters** | EDU2000 | Active + 6 years | Destroy |
| **Financial Aid**<br>**Non U.S. Department of Education Funding**<br>**Student Files**<br>(files on recipients, including FAF's need analysis reports, parental tax files, award letters, Statement of Educational Progress, grants-in-aid documentation, guaranteed student loan applications, health profession loan files, nursing loan files, scholarships, National Merit Scholarships, graduate assistantships, sponsored student accounts) | EDU2000 | Active + 6 years | Destroy |
| **Financial Aid**<br>**Outside Source Awards**<br>(outside source financial aid award records) | EDU2000 | Active  + 6 years | Destroy |

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|---|---|---|---|
| **Financial Aid** <br> **U.S. Department of Education Funding** <br> **Work Study Student Files** <br> (contains application, OPERS exemption form, and evaluations of students employed under work study program) | EDU2000 | Active + 6 years If funding source is US Dept of Education, use | Destroy |
| **Financial Aid** <br> **U.S. Department of Education Funding** <br> **General Administrative Annual Interim Fiscal Operations Reports** <br> (reports to federal government on expenditures for federal programs) | EDU2000 | Active + 3 years | Destroy (review for historical value and possible archives transfer) |
| **Financial Aid** <br> **U.S. Department of Education Funding** <br> **Federal Loan Check Registers** <br> (record of checks sent to students for National Direct Student Loans and Health Education Assistance Loans) | EDU2000 | Active + 3 years | Destroy |
| **Financial Aid** <br> **U.S. Department of Education Funding** <br> **Student Files** <br> (files on recipients, including FAF's, and FAF need analysis reports, parental tax files, draft registration compliance record, award letters, statement of educational progress, basic education opportunity grant PELL files, guaranteed student loan applications, health profession loan files, graduate assistantships, grant in aid documentation, nursing loan files, scholarships, sponsored student accounts) | EDU2000 | Active + 3 years | Destroy |
| **Financial Aid** <br> **Scholarship/Fellowship Print-Outs** | EDU3010 | Active | Destroy |
| **Financial Aid/Student Employment** <br> **Returned Student Loan Proceeds** | EDU2000 | Active + 6 years | Destroy |
| **Financial Aid Student Employment** <br> **Rosters** <br> (Third party related to student loans, disbursements, repayment, etc.) | EDU2000 | Active + 6 years | Destroy |

**Retention Periods Pertain To Paper Copies and Electronic Formats**
Department shown in "blue" is considered the official keeper of record and required to retain record for entire retention period

| Record series | IUC No. | Retain | Disposition |
|---|---|---|---|
| **Financial Aid/Student Employment**<br>**Sponsored Student Account Files**<br>(record of students sponsored by corporations and special scholarships.) | EDU2000 | Active + 6 years | Destroy |
| **International Services**<br>**Foreign Student Forms –**<br>**Applicants who Matriculate** | EDU1010 | Active + 3 years | Destroy |
| **General Counsel**<br>**Non-Immigrant Worker Public Inspection Files**<br>(Includes labor condition application and supporting documentation specified in section 20 CFR Part 655 Subparts H & I) | EDU1010 | 1 year beyond the end of employment specified on the LCA | Destroy |
| **General Counsel**<br>**Requests - Student's Written Consent for Records Disclosure** | EDU1020 | Active + 3 years | Destroy |
| **Graduation Applications** | EDU1010 | Active + 1 year | Destroy |
| **Graduation Authorizations**<br>(documents certifying completion of degree requirements) | EDU1010 | Active + 1 year | Destroy |
| **Health and Wellness**<br>**Appointment Sheets**<br>(includes name, time, reason for visit and name of healthcare provider and diagnosis | EDU1010 | From Date of First Visit + 1 year | Destroy |
| **Health and Wellness**<br>**Prescription Log Book** | EDU1010 | From Date of First Visit + 1 year | Destroy |
| **Health and Wellness**<br>**Birth Control Log** | EDU1010 | From Date of First Visit + 1 year | Destroy |
| **International Services & Programs**<br>**H1B Investigation Files** | EDU1010 | LCA's that expired during investigation retain **1 year** after investigation ends; LCA's that are valid during investigation retain **1 year** after LCA expiration date | Destroy |

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| Record series | IUC No. | Retain | Disposition |
|---|---|---|---|
| **International Services**<br>**Applications Awaiting Decisions** | EDU1010 | Active + 2 years | Destroy |
| **International Services**<br>**Transfer Credits-Study Abroad**<br>(includes letters of credential evaluation) | EDU1010 | Active + 2 years | Destroy |
| **Law, College of**<br>**Student Files**<br>(Official academic records, grades, course evaluations, competency assessments, change of grade forms, credit by examination, faculty grade reports) | EDU1010 | Active + 6years | Review for historical value |
| **Law, College of**<br>**Student Files** – **Non permanent**<br>(records of students who matriculated whether or not they earned a degree, includes letters of recommendation, applications for admission/readmission, entrance examinations and placement test reports, transcripts, advanced placement records, medical records, academic action notifications, applications for graduation, documents regarding progress toward degree, transfer credit evaluations) | EDU1010 | Active + 6 years | Destroy |
| **Law, College of**<br>**Student Financial Aid Files**<br>(files maintained in the Law college financial aid office, includes Stafford loan applications, institutional applications, verification worksheet, tax returns, etc. includes graduate, active, inactive students | EDU2000 | Active + 3 years | Destroy |
| **Libraries**<br>**Library Student Files**<br>(general files of  library student assistants) | EDU1010 | Active + 6 years | Destroy |

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| Record series | IUC No. | Retain | Disposition |
|---|---|---|---|
| **Libraries**<br>**Library Statistics**<br>(usage of periodicals, serials acquisitions, acquisitions/pre-orders, services and collections, reference, slide library, multimedia service, film service, material deposit, web statistics) *some statistics are coded into iii and compiled on demand)* | EDU3000 | IND<br><br>(minimum Active + 5 years) | Review for possible transfer to archives |
| **Medical Records - Applicants who do Matriculate**<br>(medical records related to application to the university) | EDU1010 | Active + 1 year | Destroy |
| **Medical Records - Applicants who do not Matriculate** | EDU1010 | 1 year | Destroy |
| **Ohio Bureau of Criminal Identification & Investigation Authorization** | EDU1010 | Active + 1 year | Destroy |
| **Pass/Fail Request** | EDU1010 | Active + 1 year | Destroy |
| **Registrar's**<br>**Cross Registration** | EDU1010 | Retain 1 year after audit or 3 years after end of term | Destroy |
| **Registrar's**<br>**Registration/Enrollment Forms** | EDU1015 | Active + 3 years (retain 3 years after term) | Destroy |
| **Registrar's**<br>**Withdrawal Authorizations** (classes) | EDU1015 | Active + 3 years | Destroy |
| **Registrar**<br>**Student Records <u>Transcript Requests</u>**<br>(other than student requested) | EDU1020 | Active + 3 years | Destroy |
| **Student Advising, Tutoring Records** | EDU1010 | Active + 3 years | Destroy |
| Academic Departments<br>**Student Records**<br>(student files maintained in college and department offices; includes actively enrolled students, students who have graduated, and students no longer actively enrolled) | EDU1010 | Active + 6 years | Destroy |

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| Record | IUC No. | Retain | Disposition |
|---|---|---|---|
| <span style="color:blue">Academic Departments</span><br>**Student Records - Correspondence**<br>(student specific correspondence- other than admissions) | EDU1010 | Active + 1 year | Destroy |
| **Student Records - Correspondence – No Response** | EDU1010 | Active + 1 year | Destroy |
| <span style="color:blue">Academic Departments</span><br>**Student Records - Program Requirement Modification**<br>(change of major forms; degree requirement waiver or substitution authorization) | EDU1010 | Active + 1 year | Destroy |
| <span style="color:blue">Academic Departments</span><br>**Student Records - Program Requirement Modification**<br>(change of major forms; degree requirement waiver or substitution authorization) | EDU1010 | Active + 1 year | Destroy |
| <span style="color:blue">Teacher Education</span><br>**Student Files**<br>(files maintained in department on enrolled students- includes client personal information, assessment scores, documentation for fee scale, grade information, includes students who have graduated, actively enrolled students and student who are no longer actively enrolled) | EDU1010 | Active + 6 years | Destroy<br><br>(retain ESC records permanently) |
| **Test Scores** | EDU1010 | Active + 1 year | Destroy |
| **Audit Authorizations**<br>(approval forms to audit class) | EDU1015 | Active + 3 years | Destroy |
| <span style="color:blue">Continuing Education</span><br>**Student Records Continuing Education**<br>(includes two types of records: students enrolled in special interest courses, and student enrolled in professional certification programs) | EDU1015 | Active + 3 years | Destroy |
| **Credit/No Credit Approvals** | EDU1015 | Active + 3 years | Destroy (review for historical value) |

**Retention Periods Pertain To Paper Copies and Electronic Formats**

| Record | IUC No. | Retain | Disposition |
|---|---|---|---|
| **Official Class Roster**<br>(lists of students enrolled for individual classes) | EDU1015 | Active + 3 years | Destroy (review for historical value) |
| **Student Records Veterans Administration Records and Correspondence** | EDU1020 | Active + 3 years | Destroy |
| **Requests and Disclosures of Personally Identifiable Information** | EDU1020 | Active + 3 years | Destroy |
| **Student Conduct Verifications** | EDU1030 | Active + 3 years (inactive at end of semester) | Destroy |
| **Student Conduct**<br>**Student Disciplinary Files Requests for Formal Hearings** | EDU1030 | Active + 3 years | Destroy |
| **Student Conduct**<br>**Student Disciplinary Files Written Decisions of Hearing Panels** | EDU1030 | Active + 3 years | Destroy |
| **Student Conduct**<br>**Student Statements Regarding Hearing Panel Decisions**<br>(student statements on content of records regarding hearing panel decisions | EDU1030 | Active + 3 years | Destroy |
| **Student Waivers for Rights of Access To See Letters of Recommendation for Admission for Applicants who do Matriculate** | EDU1030 | Active + 3 years | Destroy |
| **Honors College**<br>**Admission Documents**<br>(students who do not enroll, includes transcripts, etc.) | EDU1100 | 1 year | Destroy |
| **Development**<br>**Donor Gift Files**<br>(includes copies of checks, correspondence, selected individual donors, gift information, articles, biographies, corporation and foundation donors)<br>**See gifts definitions on page 2** | EDU2000 | IND<br>Records of non-cash gifts retain during possession plus 4 years after possession is relinquished | Destroy |
| **Fund Raisers**<br>(pertaining to Faculty/Staff Appeal, Uniting to Share Campaigns – includes contribution reports, accounting records, receipts, etc. | EDU2000 | Active + 6 years | Destroy |

<span style="color:red">**Retention Periods Pertain To Paper Copies and Electronic Formats**</span>
<span style="color:blue">**Department shown in "blue" is considered the official keeper of record and required to retain record for entire retention period**</span>

| Record | IUC No. | Retain | Disposition |
|---|---|---|---|
| **<span style="color:blue">Development</span>**<br>**Gift Files**<br>(gifts to institutions are divided into two classifications:  current gifts and deferred gifts. A gift is considered current when the donors completely and irrevocably relinquish any interest they have in something, ex.: presenting a check, transferring real estate, or giving stock.  A gift is considered deferred when the donors transfer property to an institution but retain use of the property for s specific period of time. | EDU2000 | Active + 6 years<br><br>(current cash gifts do not need to be retained more than 7 years; records of non-cash gifts such as stock or real property should be retained during the time the institution has possession of gift plus at least 4 years after possession is relinquished) | Destroy |
| **<span style="color:blue">Financial Aid</span>**<br>**Graduate Scholarship/Assistant Awards** | EDU2000 | Active + 6 years | Destroy |
| **<span style="color:blue">Financial Aid</span>**<br>**Award Letters**<br>(summary of students' financial aid each year; confirms acceptance or rejection) | EDU3000 | Active | Destroy |
| **<span style="color:blue">Financial Aid</span>**<br>**Ohio Academic Scholarship Rosters  - Non U.S. Department of Education Funding**<br>(lists of students receiving scholarships for current year) | EDU3000 | Active | Destroy |
| **Graduate Tuition Grant Services Agreement**<br>Contract between graduate students and various departments | EDU2000 | Active + 6 years | Destroy |
| **Graduate Assistant Contracts  and Homeland Security  Forms 0037** | EDU2000 | Active + 6 years | Destroy |
| **Merit Scholarships** | EDU2000 | Active + 6 years | Destroy |
| **Nursing Loan Student Files**<br>Contains all documents relating to granting of loans, including correspondence, promissory note, confidential information sheet, etc. | EDU2000 | Active + 6 years (use EDU2100), Active + 3 years if funding source is US Dept. of Education) | Destroy |

**Retention Periods Pertain To Paper Copies and Electronic Formats**

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| Record | IUC No. | Retain | Disposition |
|---|---|---|---|
| **Scholar Loan Database** | EDU2000 | EDU2000 | Destroy |
| **Academic Affairs**<br>**Workforce Analysis**<br>(raw data, institutional costs, salary studies, faculty data, teaching loads) | EDU3000 | IND | Destroy |
| **Board of Trustees**<br>**Controlling Board Requests** | EDU3000 | IND<br>(minimum Active + 5 years) | Archives |
| **Catalogs, University**<br> (official course bulletins of the university) | EDU3000 | IND<br>(minimum Active + 5 years) | Permanent - send to Archives |
| **Class Schedules**<br>(schedule of classes offered each term by the university) | EDU3000 | IND<br>(minimum Active + 5 years) | Permanent - send to Archives |
| **Academic Affairs**<br>**Course Inventory** | EDU3000 | Active + 6 years | Destroy |
| **Curricular Change Forms**<br>(used to request course addition, course deletion, change in existing course, change in program/degree requirements | EDU3000 | IND<br>(minimum Active + 5 years) | Archives |
| **Senior V.P./College Dean**<br>**Curriculum Development Files**<br>(files documenting approval of new programs and degrees) | EDU3000 | IND<br>(minimum Active + 6 years) | Permanent - send to Archives |
| **Grade Statistics** | EDU3000 | IND<br>(when no longer referenced for current use) | Permanent - send to Archives Electronic Form |
| **Graduation Lists**<br>(Commencement Programs) | EDU3000 | IND<br>(minimum Active + 5 years) | Permanent (may be sent to Archives) |
| **Housing Policy Research Program Records**<br>(data, statistics, projects) | EDU3000 | Active + 6 years | Archives |
| **IPEDS Report**<br>(integrated post-secondary education data system) | EDU3000 | IND<br>(minimum Active + 5 years) | Permanent (may be sent to Archives) |

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**Retention Periods Pertain To Paper Copies and Electronic Formats**

| Record | IUC No. | Retain | Disposition |
|---|---|---|---|
| **Institutional Research** <br> **Peer Data Files** | EDU3000 | Active + 10 years | Archives |
| **OBOR Report** <br> (Ohio Board of Regent) | EDU3000 | IND <br> (minimum Active + 5 years) | Review for value |
| **Planning, Assessment & Information Resources** <br> **Statistics - Degrees** | EDU3000 | IND <br> (minimum Active + 5 years) | Permanent (may be sent to Archives) |
| **Planning, Assessment & Information Resources** <br> **Statistics - Enrollment** | EDU3000 | IND <br> (minimum Active + 5 years) | Permanent (may be sent to Archives) |
| **Planning, Assessment & Information Resources** <br> **Statistics - Racial/Ethnic** | EDU3000 | IND <br> (minimum Active + 5 years) | Permanent (may be sent to Archives) |
| **Program Development Proposals** | EDU3000 | IND <br> (minimum Active + 5 years) | Archives |
| **Reports/Surveys** <br> (contains reports to agencies regarding student activity, surveys – e.g. Title II report card, teacher supply, employment survey, AACTE/NCATE report) | EDU3000 | IND <br> (minimum Active + 5 years) | Archives |
| **Treasury Services** <br> **Tuition and Fee Schedule** <br> (listing of University fee charges for each term) | EDU3000 | IND <br> (minimum Active + 5 years) | Permanent (may be sent to Archives) |

| Record | IUC No. | Retain | Disposition |
|---|---|---|---|
| **Environmental Health & Safety** **Environmental Monitoring/Safety Records** (records pertaining to environmental assessments, safety audits, OSHA compliance, EPA compliance, hazardous waste manifests, incident response reports, monitoring records, training records) | ENV1000 | IND | Review for permanent retention |
| **Environmental Health & Safety** **Construction Projects Environmental Impac**t **Assessment** (used to determine potential environmental concerns existing at site prior to demolition and construction) | ENV1010 | IND | Destroy  Review for historical value |
| **Environmental Health & Safety** **Environmentally Hazardous Substances** (records related to the use, manufacture and testing of hazardous substances | ENV2000 | LOB + 6 years (life of building) | Review for Value |
| **Facilities** **Pesticide Application residence** pesticide on campus landscapes) | ENV2010 | IND | Destroy |
| **Environmental Health & Safety** **Radioactive Materials Transportation Records** (DOT transfer record; authorization for shipment of RAM; and off-site transfers | ENV2010 | IND | Permanent (may be sent to Archives) |

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| Record | IUC No. | Retain | Disposition |
|---|---|---|---|
| **Bank Deposits** (record of deposits in banking institutions, includes batch deposits and control sheets) | FIN1000 | 4 years | Destroy |
| **Bank Reconciliations** (explanation of differences between bank statement balance and actual balance) | FIN1000 | 4 years | Destroy |
| **Bank Statements** (periodic statement of bank balances) | FIN1000 | 4 years | Destroy |
| **CSU Foundation** **CSU Foundation Documents** | FIN1000 | Active + 6 years | Destroy |
| **Controller's** **Check Runs** (checks issued from student's accounts, includes account history, check register, check edit, list of checks to be voided or refunded) | FIN1000 | 4 years | Destroy |
| **Controller's** **Canceled Checks** | FIN1000 | 4 years | Destroy |
| **Controller's** **Check Register/Log** (handwritten listing of vendor, amount, date and check number-all cash disbursements paid by check | FIN1000 | IND (Minimum 4 years) | Destroy |
| **Controller's** **Annual Budget Books** (originals) | FIN2000 | Active + 1 year | Archives |
| **Controller** **Federal Refund Adjustments** (refund adjustments to students accounts following Federal refund and ProRata regulations and Title IV requirements) | FIN7000 | 4 years | Destroy |
| **Controller** **Financial Reports – Annual** (consolidated year-end report of financial situation showing assets and liabilities- may include audit report) | FIN7000 | 4 years | Archives |
| **Controller** **Financial Reports Submitted to Government Agencies** | FIN7000 | 4 years | Archives |
| **Controller's** **Capital Funded Purchase Orders** | FIN8010 | 10 years | Destroy |

| Record | IUC No. | Retain | Disposition |
|---|---|---|---|
| **Controller's**<br>**Minority Vendors – Orders Awarded**<br>(computer printout from IS&T showing purchase orders issued to vendors flagged a MDE's in our vendor file – monthly) | FIN8010 | Active + 5 years | Destroy |
| **Payroll**<br>**Payroll Checks**<br>(checks paid employees for services performed) | FIN1000 | 4 years | Destroy |
| **Parking**<br>**Reconciliation Records**<br>(record of daily tickets issued and returned and funds balance) | FIN1000 | 4 years | Destroy |
| **Parking**<br>**Open Voucher Lists**<br>(list of tickets in collection) | FIN6000 | 4 years | Destroy |
| **Parking**<br>**Tickets Unpaid** | FIN6000 | 1 year | Destroy |
| **Capital Planning-Architect's**<br>**State Budget and Management Monthly Reports on Capital Funds**<br>(reports of monthly activity by capital appropriation fund, open encumbrance reports and State warrant (checks issued) reports | FIN1000 | Active + 6 years | Destroy |
| **Capital Planning-Architects**<br>**Capital Funded Equipment Cards**<br>(records of capital funded purchases of equipment grouped by capital project numbers) | FIN8010 | Active + 5 years | Destroy |
| **Budget & Analysis Office**<br>**Budget  Institutional**<br>(final, approved, yearly budget for university, usually in printed form) | FIN2000 | Active + 1 year | Destroy – Review for historical value and transfer to Archives |
| **Budget & Analysis Office**<br>**Budget Planning Documents**<br>(budget requests, including program plans for coming year, usually by cost center) | FIN2000 | Active + 1 year | Destroy – Review for historical value and transfer to Archives |

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| Record | IUC No. | Retain | Disposition |
|---|---|---|---|
| **Campus Support**<br>**Business Plans**<br>(includes contract summaries, facilities description of business, financial statements, marketing plan, capital spending plan) | FIN2000 | Active + 1 year | Archives |
| **Utilities Budget – Requests/Calculations** | FIN2000 | 4 years | Destroy |
| **Endowment Fund Reports**<br>(Annual-Periodic) | FIN3000 | Active + 6 years | Archives<br>Destroy periodic |
| **Bond Registers** | FIN5000 | Active + 6 years | Destroy |
| **Bad Debt Actions**<br>(overdue accounts, such as loans, payments for services rendered, parking tickets, library fines) | FIN6000 | 4 years | Destroy |
| **Delinquent Account Reports** | FIN6000 | 4 years | Destroy |
| **Treasury Services/General Counsel**<br>**Bankruptcies** | FIN6000 | 7 years | Destroy |
| **Financial Statements Submitted to Government Agencies**<br>(report and background information) | FIN7000 | 4 years | Destroy |
| **Audit Report – External** | FIN7010 | 4 years | Destroy |
| **Education Student Services Center**<br>**Cost Accounting Files**<br>(invoices for services rendered) | FIN7010 | 4 years | Destroy |
| **Purchasing**<br>**Bids – Rejected  (Requests for proposals) -**<br>for purchases/services | FIN8000 | 3 years | Destroy |
| **Purchasing**<br>**Bids Accepted**<br>Requests for Proposals (for purchases) | FIN8010 | Active + 5 years | Destroy |
| **IUC Purchasing Group Contract Bids**<br>(bids issued by CSU on behalf of the IUCPG for specific commodities) | FIN8010 | Active + 5 years | Destroy |
| **Purchase Orders** | FIN8010 | Active + 5 years | Destroy |
| All Departments/Offices<br>**Delivery Slips**<br>(documents sent with purchased goods indicating item(s) shipped) | FIN8020 | 3 years | Destroy |

**Retention Periods Pertain To Paper Copies and Electronic Formats**

| Record | IUC No. | Retain | Disposition |
|---|---|---|---|
| **Graduate Studies/Research**<br>**Analysis Reports Files**<br>(contains summaries of grant activity by department, college, CSU Foundation and university) | LEG2000 | IND | Archives |
| **General Counsel**<br>**Contacts/Agreements – General**<br>(records related to obligations under contracts, leases, and other agreements between the University and outside parties; includes contracts for services, purchases and sales, transportation, property and construction, exchange of property, leases, etc.; includes government contracts and grants and records required to be kept until government audit) | LEG2000 | Active + 6 years | Destroy<br>(copy of fully executed contract should be on file in general counsel's office, general counsel maintains 15 years) |
| **General Counsel**<br>**Land and Building Records**<br>(records documenting purchases, sales or improvements) | LEG2000 | Active + 6 years | Archives |
| **General Counsel**<br>**Memorandums of Understanding** (MOU) | LEG2000 | Active + 5 years | Destroy |
| **General Counsel**<br>**Real Estate Records**<br>(records documenting real property purchased , purchase agreements, appraisals, or  leased by the university, documents of purchase of land-deeds) | LEG2000 | Active + 5 years | Archives<br><br>The original deeds are maintained by the Auditor of State |
| **General Counsel**<br>**Contracts – Affiliation Agreements**<br>(records related to obligations under contracts, leases and other agreements between the university and outside parties. Includes contracts for services, purchases and sales, transportation, leases, property, etc.  Includes government contracts and grants and records required to be kept until government audit) | LEG2000 | Active + 5 years | Destroy<br>General Counsel maintain for 15 years fully executed copies |

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| Record | IUC No. | Retain | Disposition |
|---|---|---|---|
| **General Counsel**<br>**Legal Claims and Litigation**<br>(records related to threatened or actual litigation or government investigation, include pleadings, discovery, attorney work products, transcripts, exhibits, final judgments and investigative reports, subpoenas, court orders and legal billings, legal compliance) | LEG4000 | Active + 6 years<br><br>Exception – retain indefinitely complaints and final dispositions | Destroy |
| **General Counsel**<br>**Employment - Alien Certification Files (Immigration)**<br>(records of employee requests made to the Department of Homeland Security U.S. Citizenship & Immigration Services for work certification.  In addition to certification, the files include transcripts, letters of reference, resume and other pertinent documentation. | LEG5000 | 6 years | Destroy |
| **General  Counsel**<br>**Ohio Civil Rights Commission Report (annual report required by OCRC –** includes work papers | LEG5000 | 6 years | Destroy |
| **General Counsel**<br>**Legal Opinions/Legal Projects**<br>(records documenting specific legal advice resulting from legal projects) | LEG6010 | IND<br>(Min Active + 10 years) | Review yearly for value – archive as appropriate |
| **General Counsel**<br>**Copyright Property Disclosure Files** | LEG7000 | Active + 6 years | Archives |
| **General Counsel**<br>**Patent/Intellectual Property Disclosure Files**) | LEG7000 | Active + 6 years | Archives |
| **General Counsel**<br>**Legal – General**<br>(Records related to legal activities not covered elsewhere) | LEG9900 | Active + 7 years<br>(from end of matter) | Destroy<br>(attorney decides which to retain for future reference - Archive) |

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| Record | IUC No. | Retain | Disposition |
|---|---|---|---|
| **General Counsel**<br>**Public Records Request Files** | LEG9900 | 3 years from date request processed | Destroy |
| **Graduate Studies/Research**<br>**Analysis Reports Files** | LEG2000 | IND | Archives |
| **Human Resources**<br>**Collective Bargaining Agreements** | LEG2000 | Active + 5 years | Review for continued value and potential transfer to archives |
| **Human Resources**<br>**Disciplinary Files** | LEG4000 | Active + 6 years | Destroy |
| **Human Resources**<br>**Unemployment Compensation Documentation**<br>(consolidated file listing all employees: classified, contract and faculty, for whom an unemployment claims has been filed) | LEG4000 | Active + 6 years | Destroy |
| **Human Resources**<br>**Staff Grievance Files**<br>(files containing information used during a grievance against the University | LEG4000 | Active + 6 years | Destroy |
| **Human Resources**<br>**Classified Staff Report - Categorical Summary**<br>(listing of civil service employees categorized by race and sex) | LEG5000 | 6 years | Review for value and possible transfer to archives |
| **Human Resources**<br>**Position Applicant Files**<br>(records of affirmative action procedures followed for university or college position openings. Files divided into faculty, contract and classified staff headings. Classified staff portion is comprised of statistical data sent to Affirmative Action Office by HRD) | LEG5000 | 6 years | Destroy |
| **Human Resources**<br>**Public Employees Retirement System Files- Staff**) | LEG5000 | 6 years | Destroy |
| **Incident Reports** | LEG4000 | Active + 6 years | Destroy |

| Record | IUC No. | Retain | Disposition |
|---|---|---|---|
| **Lease Agreements** (paperwork concerning leased equipment and vehicles) | LEG2000 | Active + 6 years | Destroy |
| **LINK Program Student Files** (files pertaining to the LINK program; contains student, mentor, or alumni and corporate information and events, includes students who have graduated, actively enrolled, chronological files, banquet files, summer prep files and advisor files) | LEG2000 | Active + 5 years | Destroy |
| **Proposals – Funded/Pending** (includes financial records) | LEG2000 | Active + 4 years | Archives |
| **VP for Research** **Research Files** (active and inactive approved requests to use human subjects in a research project. Includes request forms and attached protocols for chair/board review; includes animal subjects, research challenge program files and institutional animal care and use committee files | LEG2000 | Active + 6 years | Archives |
| **VP for Research** **Research Grants Files – Awarded** (files containing proposal, budgets, accounting information on grants received by faculty members from federal and state agencies and private foundations) | LEG2000 | Active + 4 years | Review for administrative and historical value and potential transfer to archives |
| **VP for Research** **University Patent Review Committee Activity Files** (contains minutes, member information, correspondence, recommendations, reports) | LEG7000 | Active + 6 years | Archives |
| **Facilities Management** **Utility Rates/Contracts** (rate schedules for each utility including current and past rates, latest contracts for electric and steam | LEG2000 | IND (minimum active + 5 years) | Review for value to determine destruction – operational need |
| **Facilities Management** **Residence Halls HUD Reports** (annual reports filed with the federal government concerning operation of residence halls) | LEG5000 | 6 years | Review for continued value and possible transfer to archives |

| Record | IUC No. | Retain | Disposition |
|---|---|---|---|
| **Facilities Management**<br>**Elevator Certificates**<br>(inspections and safety tests) | LEG5020 | Active + 3 years | Destroy |
| **Facilities Management**<br>**Certificate of Occupancy**<br>(upon completion of building projects, building certified safe for occupancy – includes **permits, licenses**) | LEG5020 | Active + 3 years | Destroy |
| **Capital Planning - Architects**<br>**Asbestos Abatement**<br>Requests for asbestos abatement, completion dates, and materials used) | LEG3010 | IND | Archives |
| **Capital Planning-Architects**<br>**Testing Reports – Construction**<br>(geotechnical and material testing reports to insure strength of materials, compaction and construction acceptability | LEG5000 | Active + 6 years | Permanent |
| **Environmental Health & Safety**<br>**Insurance Claims** | LEG3010 | IND | IND |
| **Pre-School Program**<br>**Children's Files**<br>(includes screening evaluation forms, contracts, parental and developmental information, reports from outside agencies, health records from physicians, and information from social services coordinator) | LEG3010 | IND | Retain until children reach majority + 10 years |
| **Accident/Injury Reports**<br>(reports on injured persons) | LEG4000 | Active + 6 years | Destroy |
| **Complaint Files**<br>(professional misconduct assertions and allegations | LEG4000 | Active + 6 years | Destroy |
| **Employment Law Clinic**<br>**Legal Clinic Civil Section Files**<br>(records related to client's civil court action cases. Includes transcripts, attorney/student work products, correspondence, pleadings, final judgments, discovery, and exhibits) | LEG4000 | Active + 6 years | Destroy<br><br>Retain indefinitely complaints and final dispositions |
| **Employment Law Clinic**<br>**Student Work Product Files**<br>(student work products includes client memos, letters, student time records) | LEG4000 | Active + 6 years | Destroy |

<span style="color:red">**Retention Periods Pertain To Paper Copies and Electronic Formats**</span>
<span style="color:blue">**Department shown in "blue" is considered the official keeper of record and required to retain record for entire retention period**</span>

| Record | IUC No. | Retain | Disposition |
|---|---|---|---|
| **Grievance Files – Academic** (documenting grievances of students against faculty members) | LEG4000 | Active + 6 years | Archives |
| **Law Legal Clinic** **Closed Files ELC** (odd closed cases of legal clinic, includes client's correspondence, pleadings, discovery, attorney/student work products, transcripts, exhibits, final settlements and judgments) | LEG4000 | 6 years | Destroy  Review yearly for continuing value – retain indefinitely complaints and final dispositions |
| **Law Legal Clinic** **Computer Case Files** (computer generated records related to clinic clients.  Includes but not limited to correspondence, pleadings, discovery, attorney/student work products, transcripts, exhibits and final judgments/agreements | LEG4000 | Active + 6 years | Destroy  Retain indefinitely complaints and final dispositions |
| **Law Legal Clinic** **Fair Employment Practices Client Files** (ELC)-  closed cases of FEPC, record of discrimination cases, includes correspondence, pleadings, discovery, attorney/student work products, transcripts, exhibits and final settlements/judgments) | LEG4000 | Active + 6 years | Destroy |
| **Law Legal Clinic** **Legal Clinic Criminal Section Files** (records related to client's criminal cases, includes correspondence, pleadings, discovery, attorney/student work products, transcripts, exhibits and final judgments | LEG4000 | Active + 6 years | Destroy  (Retain indefinitely complaints and final dispositions) |
| **Law Legal Clinic** **Women's Law Fund Cases** (cases financially supported by the Women's Law Fund; includes pleadings, attorney/student work products, transcripts correspondence, discovery, exhibits and final judgments | LEG4000 | Active + 6 years | Destroy  Retain complaints and final dispositions |
| **Police Department** **Crime Reports** | LEG4000 | Active + 6 years | Destroy |

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| Record | IUC No. | Retain | Disposition |
|---|---|---|---|
| **Police Department** <br> **Police Reports – Accidents** <br> (reports created by university police for traffic accidents that occur on campus) | LEG4000 | Active + 6 years | Destroy |
| **Police Department** <br> **Police Reports – Arrests** <br> (report of arrest, criminal citation, or uniform traffic citation issued to offender) | LEG4000 | Active + 6 years | Destroy |
| **Police Department** <br> **Police Reports – Crime** <br> (reports created by university police on campus criminal activity) | LEG4000 | Active + 6 years | Review for continued value and possible transfer to archives |
| **Police Department** <br> **Police Reports** <br> (reports of incidents or requests for service to include the officer's actions, referrals, and subsequent investigation) | LEG4000 | Active + 6 years | Destroy |
| **Police Department** <br> **Transportation Logs – Injury/Ill Person** <br> (reports created by university police on ill or injured persons transported to local hospitals from campus) | LEG4000 | Active + 6 years | Destroy |
| **Police Department** <br> **Police Reports Campus Security Act and uniform Crime** <br> (reports produced in compliance with federal programs) | LEG5000 | 6 years | Review for continuing value and possible transfer to archives |
| **Public Safety/Marketing** <br> **Public safety Notices/Campus Alerts/Campus Safety Alerts/Clery Warnings** | LEG4000 | Active + 6 years | Destroy or review for value - Archives |
| **Student Life  Student Conduct** <br> **Academic Grievance Files** <br> (Documents of student grievances against faculty members) | LEG4000 | Active + 6 years | Destroy |
| **Student Life Student Conduct** <br> **Student Disciplinary Files** <br> (files maintained by student affairs on students who have been accused of disciplinary violations) | LEG4000 | Active + 56year | Destroy |

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| Record | IUC No. | Retain | Disposition |
|---|---|---|---|
| **Student Life Student Conduct** <br> **Student Disciplinary Files** <br> **Academic Action Notifications** <br> (communications notifying students of dismissal, academic probation, etc. | LEG4000 | Active + 56year | Destroy |
| **Admissions** <br> **Applicants who do not Matriculate** <br> **Residency Status Documents** (documents supporting determination of legal domicile (residency) | LEG5000 | 6 years | Destroy |
| **Environmental Health & Safety** <br> **Environmental Impact Assessment – Construction Projects** <br> (used to determine potential environmental concerns existing at site prior to demolition and construction) | LEG5000 | Life of building + 6 years | Destroy |
| **Financial Aid** <br> **Vets 100 Report** <br> (annual report required by the Federal government) | LEG5000 | 6 years | Destroy |
| **Institutional Equity** <br> **Affirmative Action Plans** <br> (procedures and regulations to be followed, workforce analysis, goals, timetables, statistics) | LEG5000 | 6 years (inactive when superseded) | Destroy |
| **Institutional Equity** <br> **Analysis EEO/Affirmative Action** | LEG5000 | 6 years | Destroy |
| **Institutional Equity** <br> **Application application files Data Files** | LEG5000 | 6 years | Destroy |
| **Institutional Equity** <br> **Complaint Files** <br> (Grievances filed based on equal opportunity and affirmative action regulations) | LEG5000 | 6 years | Destroy |
| **Institutional Equity** <br> **EE-06 Report [EEOC]** <br> (annual report required by Federal Government on race, sex, salary, tenure, etc. for different groups of employees) | LEG5000 | 6 years | Destroy |
| **Institutional Equity** <br> **EEO/Affirmative Action Analysis** | LEG5000 | 6 years | Destroy |

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**Retention Periods Pertain To Paper Copies and Electronic Formats**

| Record | Retain | Retain | Disposition |
|---|---|---|---|
| **Institutional Equity**<br>**Position Applicant Files**<br>(Record of affirmative actions followed for college or University position openings. Files divided into faculty, classified, and contract staff.) | LEG5000 | 6 years | Destroy |
| **Payroll**<br>**Employment Forms 1099**<br>(federal form used to report salaries, wages, and tips of temporary employees) | LEG5000 | 6 years | Destroy |
| **Payroll**<br>**Employment Forms:  W-2**<br>(Federal form reporting salaries, wages, and tips for each employee to the IRS) | LEG5000 | 6 years | Destroy |
| **Payroll**<br>**Payments Related to W-2 Forms**<br>(Federal, State, City Unemployment and Workers Compensation payment records, net deposit records | LEG5000 | 6 years | Destroy |
| **Payroll**<br>**W-2 Forms**<br>(Federal form reporting salaries, wages and tips for each employee to the IRS | LEG5000 | 6 years | Destroy |
| **Payroll**<br>**Garnishment Files**<br>(related to attachment of property to satisfy a creditor.  Court orders, pertinent employee data, computation data, employee acknowledgement forms, IRS notices and correspondence | LEG5030 | Active + 3 years | Destroy |
| **Residency Approval**<br>(papers indicating student's new residency status, includes permanent residency students) | LEG5000 | 6 years | Destroy |
| **Residency Review**<br>(students who have questionable residency status for the purpose of tuition and fees) | LEG5000 | 6 years | Destroy |

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| Record | IUC No. | Retain | Disposition |
|---|---|---|---|
| **Controller**<br>**Taxes** | LEG5010 | 10 years | Destroy |
| **Parking**<br>**Parking Tax Remittance Records**<br>(documentation of city parking tax) | LEG5010 | 6 years | Destroy |
| **Environmental Health & Safety**<br>**Radiation Safety Committee/Infectious Waste**<br>(contains licenses, registration certificates, site use permits, training documents, member information, correspondence NIH and Ohio EPA regulations, RAM use cards, etc). | LEG5020 | Active + 3 years | Destroy |
| **International Services**<br>**Foreign Student Forms –**<br>**Applicants who do not Matriculate**<br>(I-9 and other forms. Since many items included in foreign student records are to be retained for at least 5 years, it is recommended that immigration and naturalization service documentation also be retained 5 years) | LEG5040 | Active + 3 years | Destroy |
| **Tech Transfer**<br>**Patent/Intellectual Property Disclosure Files**<br>(private, State and Federal organizations policies concerning copyright materials and other intellectual properties including disclosure agreements and correspondence | LEG7000 | Active + 6 years | Archives |
| **Tech Transfer/General Counsel**<br>**Trademark Registrations** | LEG7000 | Active + 6 years | Review for administrative value for possible transfer to archives |
| **Compliance**<br>**Ohio Legislative Service Commission Rules**<br>(codified university rules filed with the secretary of State; table of contents' manuals' correspondence-Ohio Revised Code) | LEG9900 | IND<br>(determined by board secretary) | Board of Trustees Storage |

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|---|---|---|---|
| **Art Gallery**<br>**Show Posters** | MAR1000 | 5 years | Archive |
| **Athletics**<br>**Recruiting Material**<br>(includes phone logs, scouting services information, photos, maps, videos, publications, posters) | MAR1000 | 6 years | Archives |
| **Marketing**<br>**Publicity Advertising** | MAR1000 | 5 years | Review for continuing historical value and potential transfer to archives |
| **Marketing**<br>**Publicity View books**<br>(document utilized for recruitment) | MAR1000 | 5 years | Review for historical value and potential transfer to archives |
| **Marketing**<br>Publicity<br>**Recruitment Materials**<br>(advertisements, publications, posters, videos, etc. used to recruit students) | MAR1000 | 5 years | Review for continuing historical value and potential transfer to archives |

| Record | IUC No. | Retain | Disposition |
|---|---|---|---|
| **Human Resources**<br>**State Classification Files - Classified Staff**<br>(lists of classification by pay range as directed by the State Department of Administrative Services) | MIS1010 | SUP | Destroy |
| **IS&T**<br>**Information Systems**<br>**Help Desk Logs and Reports**<br>(records used to document requests for technical assistance and responses to these requests as well as to collect information on the use of computer equipment for program delivery, security, or other purposes) | MIS1000 | 1 year | Destroy |
| **IS&T**<br>**Information Systems Computer Run Scheduling Records**<br>(records used to schedule computer runs including daily schedules, run reports, run requests, and other records documenting the successful completion of a run) | MIS1010 | SUP | Destroy |
| **IS&T**<br>**Information Systems Computer Usage Files**<br>(electronic files or automated logs created to monitor computer system usage including but not limited to log in files, system usage files, data entry logs, and records of individual computer program usage) | MIS1010 | SUP | Destroy |
| **IS&T**<br>**Information Systems Tape Library Control Records**<br>(records used to control disposition of magnetic media in a tape library) | MIS1010 | SUP | Destroy |

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|---|---|---|---|
| **Miscellaneous**<br>(convenience copies, reports, notes, drafts, extra copies, duplicates, anonymous, unsigned and/or unsolicited written or electronic materials and other records which need only be reviewed for a short period; informal or temporary messages including voice mail) | MIS1000 | Transitory - retain until no longer of administrative value<br><br>No certificate of destruction required for this series | Destroy |
| **Miscellaneous – Special** Projects (records related to special projects that do not fall into any other category) | MIS2000 | Active + 1 year | Destroy |

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| Record | IUC No. | Retain | Disposition |
|---|---|---|---|
| **Human Resources**<br>**Benefit Plans**<br>(health care enrollment information, COBRA, eligibility updates, disbursement orders, change reports, reconciliations, vendor plans, coverage changes, green bar reports, premiums, disability and life, ARP and 403(b) | PER1010 | Active + 6 years | Destroy<br><br>Review for administrative value |
| **Human Resources**<br>**Benefits Report –Employee**<br>(annual/quarterly spreadsheets and reports) | PER1010 | Active + 6 years | Destroy |
| **Human Resources**<br>**Student Fee Authorizations**<br>Employee benefits for spouse and dependents | PER1010 | Active + 6 years | Destroy |
| **Human Resources**<br>**Benefit Records – Contributions/Benefits Provided**<br>(green bar reports – insurance, COBRA, disability, enrollments, adjustments, applications, claims, beneficiary designations, financial settlements, ASO insured **contracts**, 5500i plan documents, certificate of coverage, FMLA, ARP) | PER1020 | Active + 6 years<br><br>(maintain deceased records and any contracts for 10 years) | Destroy |
| **Human Resources**<br>**PERS/STRS Information** | PER1040 | Active + 6 years | Destroy |
| **Human Resources**<br>**Personnel Files – Staff** | PER1040 | Active + 6 years | Destroy |
| **Human Resources**<br>**Public Employees Retirement System Log – Classified Staff**<br>(record of university classified employees, their address and date of retirement) | PER1040 | Active + 6 years | Destroy |
| **Human Resources**<br>**Public Employees Retirement System Log – Staff**<br>(record of university professional employees and their date of retirement and address) | PER1040 | Active + 6 years | Destroy |
| **Human Resources**<br>**Canceled Position Files** | PER2000 | 3 years | Destroy |
| **Human Resources**<br>**Classified Staff Applicant Card Files** | PER2000 | 3 years | Destroy |

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|---|---|---|---|
| **Human Resources**<br>**Classified Staff Application Files**<br>(includes application form, resume, test results, referral and interview data) | PER2000 | 3 years | Destroy |
| **Human Resources**<br>**Job Descriptions** | PER2000 | 3 years after superseded or discontinued | Destroy |
| **Human Resources**<br>**Position Descriptions** General | PER2000 | 3 years after being superseded | Destroy |
| **Human Resources**<br>**Position Vacancy Announcements**<br>(job descriptions for each university or college position posted) | PER2000 | 3 years | Destroy |
| **Human Resources**<br>**Selection Files** | PER2000 | Active + 6 years | Destroy |
| **Human Resources**<br>**Personnel Files – Staff**<br>(employment record maintained for full-time and part-time university contract employees.  Files can contain position descriptions, applications, letters of appointment or change, personnel data, notice of salary rate, copies of birth certificate, annual contacts, performance evaluations, previous state service forms, payroll forms, social security card, letters of commendation or reprimand, PERS forms, reclassification notices, publications, evidence of continuing education, transfers, leave of absence requests, vacation and sick leave reports, resignations, terminations | PER3000 | Active + 6 years | Review or continuing value |
| **Human Resources/Student Employment**<br>**I-9 Forms** | PER3000 | Active + 6 years | Destroy |
| **Human Resources**<br>**Classified Staff Report Suspension Files**<br>(record of suspended university employees including name, classification, department, reason for suspension and duration of suspension, pertinent supporting documentation) | PER3010 | 5 years | Destroy |

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| Record | IUC No. | Retain | Disposition |
|---|---|---|---|
| **Human Resources**<br>**Layoff Documentation - Classified Staff**<br>(file contains printouts, rosters, and correspondence documenting layoff of university employees, pertinent employee data, date of hire, classification, department, and retention points (performance) are included) | PER3010 | 5 years | Destroy |
| **Human Resources**<br>**Performance Evaluation –**<br>**Classified Staff**<br>(file contains annual printouts and log books) | PER3010 | 5 years | Destroy |
| **Human Resources**<br>**Performance Evaluation –**<br>**Classified Staff Reclassification Files**<br>(record of university employee reclassification with accompanying job audit reviews, audit appeals, position description questionnaires, correspondence and final decision documentation) | PER3010 | 5 years | Destroy |
| **Human Resources**<br>**Performance Evaluation –**<br>**Staff Reclassification Files**<br>(record of university employee reclassification with accompanying job audit reviews, audit appeals, position description questionnaires, correspondence and final decision documentation) | PER3010 | 5 years | Destroy |
| **Human Resources**<br>**Summer Employment Files**<br>(record of employees with alternate summer job responsibilities) | PER3010 | Active + 6 years | Destroy |
| **Human Resources**<br>**Worker's Compensation Files**<br>(Employment, Health and Safety, Illness/Accident) | PER4020 | Active + 15 years | Destroy files where statute of limitations has passed – (verify with attorney) |

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|---|---|---|---|
| **Human Resources**<br>**Training Documentation Classified Staff**<br>**On-the-Job Training Records**<br>(complete training records for individuals seeking classified positions) c. | PER5000 | Active + 3 years | Destroy |
| **Human Resources**<br>**Classified Staff Report**<br>**Surveys, Wage and Fringe Benefit**<br>(surveys conducted by university with area organizations in an effort to acquire comparative data regarding wage and fringe benefits programs) | PER9900 | 3 years | Destroy |
| **Human Resources**<br>**Lay off Files** | PER9900 | 3 years | Destroy |
| **Graduate Assistant Applications** | PER2000 | 3 years | Destroy |
| **Payroll**<br>**Employment Forms W-4**<br>(forms completed by employee showing federal withholding exemptions) | PER1030 | Active + 6 years | Destroy |
| **Payroll**<br>**Non-resident Alien Tax exemption Forms**<br>(W-4, State withholding forms, Country exemption forms, W8-BEN, 8233, I-20, Social Security card, passport copies) | PER1030 | Active + 6 years | Destroy |
| **Payroll**<br>**Registers**<br>(W-2 edits, Y-T-Date financial controls, fringe charges reports, gross payroll listings, payroll registers, PERS payroll registers) | PER1040 | Active + 6 years | Destroy |
| **Payroll**<br>**Payroll Records**<br>(PERS exemptions, correspondence and reports, STRS reports, statements, memberships and applications) | PER6000 | Active + 5 years | Destroy |
| **Payroll**<br>**Time Cards**<br>(record of time worked by employees) | PER6000 | 5 years | Destroy |

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|---|---|---|---|
| **Treasury Services**<br>**Staff Development Forms** | PER1010 | Active + 6 years | Destroy |
| **Contoller's**<br>**W-9 Taxpayer Information Form** | PER1030 | Active + 6 years | Review for value |
| **Institutional Equity**<br>**Selection Criteria Form – Classified Staff**<br>(forms providing explanations as to why person was hired or not hired) | PER2000 | Active + 6 years | Destroy |
| **Personnel Requisitions**<br>(departmental requests placed whenever a position within the department becomes vacant) | PER2000 | 6 years | Destroy |
| **Provost/Senior Vice President**<br>**Declination File-Faculty**<br>(files concerning phone calls and letters of faculty who turned down positions) | PER2000 | 6 years | Destroy |
| **Recruitment/Search Files**<br>(includes search committee files, which are maintained by the committee chair) | PER2000 | 6 years | Destroy |
| **Search Committee Chair**<br>**Employment Faculty Search Committee**<br>(records of individuals who applied for positions for which a committee was formed.) | PER2000 | 6 years | Destroy |
| **Search Committee Chair**<br>**Faculty Application Files – Non Hires** | PER2000 | 6 years | Destroy |
| **Student Employment**<br>**Employment Files – Students**<br>(includes authorization forms, graduate assistants) | PER3000 | Active + 6 years | Destroy |
| **Faculty Service/Activity Reports (FAAR's)**<br>(records for the academic year and each term listing teaching and advisory assignments, research, administrative duties and public service; | PER3000 | Active + 6 years | Archives |
| **CLASS**<br>**Index System – Faculty**<br>(reference list for all active and inactive faculty in English Department) | PER3000 | Active + 6 years | Destroy |
| **Faculty Employment Reports Index System**<br>(cards or other reference list for all active and inactive faculty) | PER3000 | Active + 6 years | Review for value and possible transfer to archives |

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| **Financial Aid Student Employment** **Personnel Files - Student Employees** (active and inactive files.  Student authorization forms, termination notices, State and federal withholdings, reclassification forms, step increases, exemptions, PERS). | PER3000 | Active + 6 years | Destroy |
| **General Counsel** **Faculty Files** (files collected by the legal department concerning active and inactive staff) | PER3000 | Active + 6 years | Destroy |
| **General Counsel** **Student  Files** (files collected by the legal department concerning active and inactive students) | PER3000 | Active + 6 years | Destroy |
| **Leave Record - Faculty** (vacation and sick leave earned and used) | PER3000 | Active + 6 years | Destroy |
| **Market Salary Adjustment Information** (lists of eligible faculty and salary amounts, letters requesting applications, applications with abbreviated vita, summary reports of faculty that applied) | PER3000 | Active + 6 years | Destroy  Archive:  lists of eligible faculty with salary amounts, award letters and summary reports |
| **Provost/Senior Vice President** **Emeritus Status Paperwork** (confers lifetime academic appointments) | PER3000 | IND | Archives |
| **Provost/Senior Vice President** **Personnel Files – Faculty** (original faculty contracts and addenda, promotion and tenure documentation, original transcripts, hiring documentation, resumes, letters of recommendation, STRA forms, correspondence, teaching schedules, tax forms, sabbatical information, evaluation forms, promotion and tenure decisions. Includes part-time and adjunct faculty files.) | PER3000 | Active + 6 years | Destroy |

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| **Academic Affairs**<br>**Performance Evaluation -**<br>**Faculty Promotion & Tenure Files**<br>(recommendations, evaluations, materials submitted for promotion or tenure. Tenure and promotion recommendations (approval or denial) and pertinent correspondence maintained in permanent personnel file. | PER3010 | 5 years | Review for continuing administrative or historical value and potential transfer to archives |
| Academic Departments<br>**Faculty Teaching Evaluations**<br>**(**Student evaluations of teacher's performance.  Used for reappointment, promotion and tenure) | PER3010 | 5 years<br>(can be destroyed in 1 year if summaries are made) | Destroy |
| **College of Education**<br>**Cooperating Teacher Surveys**<br>(surveys administered to student for evaluation of cooperating teacher during student's practicum  and student teaching experience) | PER3010 | 5 years<br>(1 year if official copy verified in Field Services) | Destroy |
| **Leave Record - Classified Staff**<br>(forms used to document sick leave and vacation leave.  Includes hiring date, longevity date, amount of sick leave and vacation leave accrued) | PER3010 | 5 years | Destroy |
| **Leave Record - Staff**<br>(forms used to document sick leave and vacation leave.  Includes hiring date, longevity date, amount of sick leave and vacation leave accrued) | PER3010 | 5 years | Destroy |
| **Athletics**<br>**Athletic Medical Records** | PER4010 | Active + 7 years | Destroy |
| **Health & Wellness Services**<br>**HIV Anonymous Charts**<br>Charts of testing with no identifying information | PER4010 | 1 year | Destroy |

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| Record | IUC No. | Retain | Disposition |
|---|---|---|---|
| **Health and Wellness** <br> **University Medical Records** <br> (files of medical charts for university employees and their spouses, students, Includes medical histories, medical exams, progress sheets, x-rays, lab work, and related correspondence) | PER4010 | 10  years (after last encounter) <br><br> (legal retention 7 years) | Review for continuing value and possible transfer to archives |
| **Health and Wellness** <br> **Lab Slips** <br> (copy of lab work done for other departments) | PER4011 | 2 years From Date of First Visit | Destroy |
| **Speech & Hearing** <br> **Clinical Records** <br> (records of clients presently receiving or have received therapy in the past) | PER4010 | 10 years after most recent encounter – minors keep until age of majority plus 10 years | Archives |
| **Environmental Health & Safety** <br> **Hazardous Materials Radioactive Materials Authorized Users** <br> (includes applications for non-human use of RM; statement of prior training and experience; authorization for internal transfer of material between Aus; room surveys; application for clinical use of RAM; emergency notification; application for investigational human use of RAM) | PER4030 | IND | Permanent (may be sent to Archives) |
| **Environmental Health & Safety** <br> **Radiation Safety** <br> (records pertaining to campus radiation safety program, authorization  of users, facility licensing, employee exposure reports and acquisition, use, storage and disposal of radioactive materials and x-ray machines) | PER4030 | IND | Review for permanent retention |
| **Environmental Health & Safety** <br> **Hazardous Materials Exposure Documentation Radioactive Materials** <br> (files of monthly reports of persons exposure to radioactive materials) | PER4030 | IND | Permanent (may be sent to Archives) |

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|---|---|---|---|
| <span style="color:blue">**Environmental Health & Safety**</span> **Hazardous Materials Exposure Documentation Radioactive Materials Incident Report** (report of radioactive materials incident) | PER4030 | IND | Permanent (may be sent to Archives) |
| <span style="color:blue">**Environmental Health & Safety**</span> **Hazardous Materials Radiation Safety Workers** (includes training records, exposure records, applications and authorizations, documents of authorized users lab; specific RW training/interviews; emergency notification, and declaration of pregnancy forms) | PER4030 | IND | Permanent (may be sent to Archives) |
| **Training/Development Records** (memos, flyers, registration forms, etc) | PER5000 | Active + 3 years | Destroy |
| **General  Application Files – Non Hires:** **(**Resumes, applications, correspondence, etc) | PER6000 | 6 years | Destroy |
| **Time Cards -  Student Employees** (record of hours worked by student employees) | PER6000 | 5 years | Destroy |

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|---|---|---|---|
| **Government Relations Public Affairs Records** (records related to activities and proposed laws) | PUB2000 | Active + 5 years | Destroy |
| **Art Gallery/Marketing Press Files** (all press releases) | PUB3000 | IND | Archives |
| **Cauldron** (back issues) | PUB3000 | IND | Archives |
| **Cleveland Stater** (back issues | PUB3000 | IND | Archives |
| **Marketing Publicity News Releases** | PUB3000 | IND | Permanent - send to Archives |
| **Marketing Publicity photographs** | PUB3000 | IND | Permanent send to Archives |
| **Music Department Programs** (programs of concerts and recitals performed at CSU) | PUB3000 | IND | Archives |
| All Departments **Newsletters** | PUB3000 | IND | Destroy |
| **Whiskey Island Magazine** (back issues) | PUB3000 | IND | Archives |

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|---|---|---|---|
| **Facilities Management**<br>**Utilities Cost and Use Data**<br>(electric, water, gas, and steam consumption and cost data | REF0000 | IND<br>(minimum 5 years) | Review for value |
| **Floor Plans & Space Manual**<br>(includes floor plans for all buildings, department room assignments and HVAC locations) | REF000 | Current | Destroy non-current |
| **Human Resources**<br>**Position Descriptions - Classified Staff**<br>(master file of classified job descriptions; retained for pay-range classification purposes) | REF0000 | Active + 3 years | Destroy |
| **Human Resources**<br>**Position Descriptions - Faculty**<br>(description of current positions | REF0000 | Active + 3 years | Destroy |
| **Human Resources**<br>**Training Documentation - Classified Staff Civil Service Examinations File**<br>(old examinations used for the purpose of devising new testing programs; also can include information and materials for Civil Service testing) | REF0000 | Active | Destroy |
| **Non-Instructional Workforce Analysis** | REF0000 | SUP | Destroy |
| **Student Employment**<br>**Position Descriptions –**<br>**Student Job Cards**<br>(job descriptions for campus and off-campus positions which have been filled or are no longer offered) | REF0000 | Active | Destroy |
| **All Departments**<br>**References**<br>(records and non-record material maintained for reference purposes only) | REF000 | Active<br>Inactive when superseded or no longer referenced | Destroy |